****

**Application for Employment**

**(For completion electronically)**

Ochil Tower School is a residential and day school for 28 pupils. The school has a strong reputation in providing a high standard of education and care to young people between the ages of 8 to 21, who have moderate, severe and complex needs, usually on the autistic spectrum or with mental health problems. All children have learning difficulties whilst many may have the additional burden of a history of disrupted and fractured education and therefore arrive at the school with significant learning, behavioural and social needs. In October 2018 we opened the doors of our new Life Skills Centre. This facility for young adults aged 18 – 21 is designed to help them become better prepared for the challenges of living an independent adult life.

Ochil Tower meets individual needs in a safe, positive and enriching environment in which every pupil is encouraged to achieve their full potential. A strong emphasis is placed on the importance of Health and Wellbeing and Literacy as the basis for the development of further academic learning.

The aim of the community is to maintain a full social, working, cultural, and spiritual life in which people can realise their potential. Volunteer co-workers work alongside employed staff to ensure the smooth running of the community.

|  |  |
| --- | --- |
| Post Applied for:  |  |

|  |
| --- |
| **PERSONAL DETAILS** |
| Name: |  |
| Address: |  |
| Telephone Number: | Day: |  | Evening: |  |
| E-Mail Address: |  |
| Please indicate where you saw the post advertised: |  |
| Do you have the right to take up employment in the UK? | Yes: |  | No: |  |
| **If ‘Yes’ you will be asked to provide the relevant documentation at interview if invited** |
| Do you have a relative working at Ochil Tower School: | Yes: |  | If ‘Yes’ please state who: |  |

|  |
| --- |
| **EDUCATIONAL & PROFESSIONAL QUALIFICATIONS**Please include details of all qualifications, including any where you still have to receive your final mark. If the post you are applying for requires a specific qualification, i.e. SVQ, please note here how you meet the requirements. You will be asked to provide evidence of your qualifications if invited for interview. (Please continue on a separate sheet if necessary) |
| Qualification | Subject | Educational Establishment |
|  |  |  |
|  |  |  |
|  |  |  |
| **DO YOU HAVE A CURRENT PVG**If you are currently registered with Disclosure Scotland and have a current certificate for the Protecting Vulnerable Groups Scheme (PVG) please note the details below. |
| Disclosure Details | **Number** | **Date of Issue** |
|  |  |
| Registered to work with:(please tick all that apply) | **Children** | **Adults** |
|  |  |
| **PROFESSIONAL REGISTRATION**If you have been or are currently registered with the Scottish Social Services Council (SSSC) or any other regulatory body, please provide the name of the organisation and your registration number. |
| Professional Body / Organisation | Type of Membership | Registration Number |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **LEARNING AND DEVELOPMENT**Please detail any developmental activities, learning, training or courses that you think are relevant to this application; i.e. First Aid, Report Writing (please continue on a separate sheet if necessary) |
|  |
|  |
|  |

|  |
| --- |
| **CURRENT / MOST RECENT EMPLOYMENT** |
| Dates | Name & Address of Employer | Position Held |
|  |  |  |
| Salary: |  | Notice Period(if applicable): |  |
| Reason for leaving / wishing to leave |
|  |
| Description of Responsibilities |
|  |
|  |
| **PREVIOUS EMPLOYMENT**Please list by most recent first and include any non-paid / voluntary work.(Please continue on a separate sheet if necessary) |
| Name / Address of Employer | Date from | Date to | Position Held | Reason for Leaving |
|  |  |  |  |  |
| Please give a brief description of responsibilities |  |
| Name / Address of Employer | Date from | Date to | Position Held | Reason for Leaving |
|  |  |  |  |  |
| Please give a brief description of responsibilities |  |
| Name / Address of Employer | Date from | Date to | Position Held | Reason for Leaving |
|  |  |  |  |  |
| Please give a brief description of responsibilities |  |
| Name / Address of Employer | Date from | Date to | Position Held | Reason for Leaving |
|  |  |  |  |  |
| Please give a brief description of responsibilities |  |
| Please provide information to explain any career gaps |
|  |
|  |

|  |
| --- |
| **Before completing the rest of the form you should carefully consider the** **Job Description for this post. Your application will be assessed against the** **criteria listed within the Job Description.** |
|  |
| **EMPOWERING PEOPLE**Tell us about a time when you supported a client / customer / friend / family member in an empowering manner. i.e. In a way that gave them choice, respect, and / or increased knowledge or ability. (Please continue on a separate sheet if necessary) |
| What was the situation? |
|  |
| What did you do? |
|  |
| What was the result? |
|  |
|  |
| **BUILDING & MAINTAINING RELATIONSHIPS**Tell us about a time when you built a relationship with someone who you perceived might be ‘challenging’, ‘different’, or ‘difficult’. (Please continue on a separate sheet if necessary) |
| What was the situation? |
|  |
| How did you earn their trust & confidence? |
|  |
| What was the result of this? |
|  |
|  |
| **ORGANISATIONAL SKILLS**Giving examples, please detail your ability to organise work objectives, to solve problems and to meet objectives. (Please continue on a separate sheet if necessary) |
| What were these objectives? |
|  |
| How did you solve the problem & meet demands? |
|  |
| What was the Outcome? |
|  |
|  |

|  |
| --- |
| **EXPERIENCE AND KNOWLEDGE**Please indicate why you have applied for this post, outlining the contribution you would seek to make if appointed, and supply any other details you consider relevant to your application.(Please continue on a separate sheet if necessary) |
|  |
|  |
| **HEALTH**Having considered the Job Description for this post, please provide details of any illness or disability which you consider would affect your capability to perform the work for which you are applying.(Any condition listed will not necessarily exclude your application) |
|  |
| Please indicate how many days absence, through sickness, you have incurred over the last two years |  |
| How many of these days were during the last 6 months? |  |
| Please provide further details for these absences. |
|  |
| ***I confirm that I have read the Job Description for this post and that there is no reason in respect of my physical or mental health why I should not be able to fully complete the tasks required.*** |
| **Signed:** |  | **Date:** |  |
|  |
| **EMPLOYMENT CHECKS AND PREVIOUS CONVICTIONS** |
| Legislative provisions relating to the non-disclosure of ‘spent’ criminal convictions do not apply to certain occupations. Due to the nature of our work, Ochil Tower School is an exempted body for the purposes of the Rehabilitation of Offenders Act 1974 (Exclusions and Exemptions) (Scotland) Order 2003 and the Police Act 1997. Therefore it is necessary for you to complete the attached Rehabilitation Form and return it to us alongside your application. To ensure its confidentiality we recommend that the form is placed in a sealed envelope. This will only be opened if we wish to proceed with your application. Self-declaration forms will be accepted by email but applicants must agree to sign a paper copy if invited for interview. For further information you may wish to visit the Disclosure Scotland Website at [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk/)Any information given will be completely confidential and will only be seen by staff involved in the recruitment process for positions which involve contact with vulnerable people and / or sensitive information. |
| All positions which involve direct work, training, or coaching with children, vulnerable adults, or those who work with them, require a Protection of Vulnerable Group (PVG) to be completed via Disclosure Scotland if offered a post. Managerial positions in registered settings will also require a ‘fit person’ check completed by the Care Inspectorate.All employment offers of work will be subject to satisfactory completion of these pre-employment checks.  |
| ***I confirm that I understand the above and agree to complete a PVG application form for the position for which I am applying.*** |
| **Signed:** |  | **Date:** |  |

|  |
| --- |
| **REFERENCES**Please give details of two referees who we may contact if you are shortlisted for interview.* One referee should be your current or most recent employer who we will be asking for salary details.
* If you have worked in a care environment, but are not currently doing so, please provide us with the company’s contact details in order that we may approach them for a reference.
* If you have been in full-time education we will accept two academic referees in place of an employer.
* If you have never been employed, we will seek two character references from individuals who are unrelated to you.

**Please note, Ochil Tower School reserves the right to approach any****former employer for a reference.** |
|  |
| **Name:** |  | **Occupation Title:** |  |
| **Organisation:** |  |
| **Address:** |  |
| **Telephone No:** |  | **Email:** |  |
| **Relationship to Applicant:** |  |
| **Can this referee be contacted prior to interview?** | **Yes:** |  | **No:** |  |
| **Please indicate if this referee is:** |  **Professiona**l |  | **Personal** |   |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Occupation Title:** |  |
| **Organisation:** |  |
| **Address:** |  |
| **Telephone No:** |  | **Email:** |  |
| **Relationship to Applicant:** |  |
| **Can this referee be contacted prior to interview?** | **Yes:** |  | **No:** |  |
| **Please indicate if this referee is:** | **Professiona**l |  | **Personal** |  |

|  |
| --- |
| **DECLARATION**Please sign this declaration after you have completed ALL parts of the application form |
| ***I declare that the information I have given is, to the best of my knowledge and belief, true, accurate and complete. I further declare that I am not on the list of those disqualified from working with protected adults, or with children established under the Protection of Children (Scotland) Act 2003; or any equivalent list in another UK jurisdiction; nor am I subject to sanctions imposed by a regulatory body such as the SSSC.******I understand that any false or misleading statements or any significant omissions may be sufficient grounds for withdrawing any offer of employment, disqualify me from employment and render me liable to dismissal.*** |
| **Signed:** |  | **Date:** |  |

**Please note:** If you choose to submit your application for employment electronically by email, you will require to physically sign the form at interview if invited.

Please return completed applications to: Ochil Tower School

140 High Street

Auchterarder

PH3 1AD

Telephone: 01764 662416

E-mail: jim.alexander@ochiltowerschool.org