**APPLICATION FOR THE POST OF**

**STUDENT TEAM MEMBER**

IN COLLEGE EXTERNAL REVIEW TEAMS

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| --- | --- | --- |
| Surname *(BLOCK LETTERS)*    Forenames *(in full)*    Title *(Mr, Mrs, Miss, Ms etc)*    Any other names by which  you have been known        Nationality at birth  Present nationality  Have you ever possessed any  other nationality or citizenship? Yes  No  If YES, give full details with dates    Are you subject to  immigration control?  Yes  No  Are you free to remain and  take up employment in the UK?  Yes  No |  | Permanent address *(BLOCK LETTERS)*        Postcode  Telephone number  E-mail address  Address for letters *(if different from above)*          Postcode  Telephone number or number where a message may be left |

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| **DISABILITY (You need not answer these questions unless you wish to do so)**  The Scottish Government participates in the "Positive about Disabled People" scheme. Under this scheme, all candidates who consider themselves to be disabled in terms of the Disability Discrimination Act 1995, and who meet the essential minimum criteria for the post, will be guaranteed an interview.  Do you claim a guaranteed interview under the “Positive about Disability” scheme? **Yes**  **No**  **Note:** The Disability Discrimination Act 1995 defines a disability as a **physical or mental impairment** which has a **substantial and long term** (i.e. lasted or likely to last for 12 months or more) **adverse** effect on a person’s ability to carry out **normal day-to-day activities**.  If you have a disability and are invited to sit a test or attend an interview would you like any special arrangements made? if so, please give details below: |

**CURRENT AND RECENT EDUCATIONAL QUALIFICATIONS** *(start with current)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course/Programme | Educational Establishment | Dates attended | Mode of Attendance  (Full-time, Part-time, Open learning) | Attainment |
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**RECORD OF STUDENT ACTIVITY**

Please provide details of positions you have held within your college’s Student Association. Alternatively, you may use this section to detail other activities through which you have represented fellow learners and brought about improvement. Please continue on a separate sheet if necessary, adding your name to any additional sheets.

|  |  |  |  |
| --- | --- | --- | --- |
| Position/office held | Dates | Educational institution | Key achievements |
|  |  |  |  |

**REFEREES**

Please provide names and contact details of two referees, one of which **must** be your college principal.

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| --- |
| *Tel:*  *Fax:*  *Email:* |

|  |
| --- |
| *Tel:*  *Fax:*  *Email:* |

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| **STATEMENT IN SUPPORT OF APPLICATION**  Please use this space to provide evidence of how you meet the criteria of the post (guidance is outlined at the end of this application). Please continue on a separate sheet if necessary, adding your name to any additional sheets. |
| **YOU MUST SIGN AND DATE THIS FORM**  I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, my appointment may be terminated. By signing this application I understand I am giving consent for the Scottish Government to obtain the information as outlined in the further information sheet.  **Signature:**  **Date:**  **IMPORTANT:** To allow us to process your application you are required to complete the separate diversity form and return it with you application form. |

We must interpret strictly and impartially the prescribed conditions regarding age, nationality and qualifications, but it is not possible to investigate the eligibility of every candidate before interview. You should, therefore, satisfy yourself that you are eligible before you apply. If you are successful at interview a complete enquiry into your eligibility will be made. If you are uncertain about any aspect of your eligibility please contact us.

**Note:** The Employment Equality (Age) Regulations 2006, effective from 1 October 2006, protects employees from discrimination and harassment on the grounds of age. Details about your age will be kept separately from your application form and will not be made available to those involved in the selection decision.

**Please return the completed form to the address below by 30 January 2015**

**Janet Davidson**

**Education Scotland**

**1st Floor**

**Endeavour House**

**1 Greenmarket**

**Dundee**

**DD1 4QB**

**You can also email your application to** [**janet.davidson@educationscotland.gsi.gov.uk**](mailto:janet.davidson@educationscotland.gsi.gov.uk)

Note: Nominees should be aware that they will be subject to an enhanced check by Disclosure Scotland.

**Guidance for completion - The supporting statement should aim to demonstrate how you meet the following criteria.**

**QUALIFICATIONS AND EXPERIENCE**

Essential

* Proven track record of improving learner experiences through SA activities or other college activities.
* College learner either currently or within the last three years.
* Strong understanding of and interest in current educational issues.
* Good track record of attainment, achievement or progression in learning.

Desirable

* SA office-bearer

**PERSONAL SKILLS**

* Ability to assimilate information and write clear, concise reports.
* Strong communication skills - both verbal and written.
* Strong interpersonal and presentation skills.
* Ability to work effectively on own and as part of a team.
* Ability to use initiative.

**PERSONAL ATTRIBUTES**

* Trustworthiness
* Discretion
* Tact
* Diligence and reliability
* Confidence