

RSAMD Application Form

Please complete all sections of this form in full and return by the specified closing date to the contact details at the end of the application form. If there is insufficient space on the form, further information may be supplied on additional sheets of paper that should be clearly marked to indicate which section they belong to and should be securely attached to the back of the form.

If you wish to be considered for one of our vacancies the application form **must** be completed in full for all positions. **CVs** will **not** be accepted for any positions within the Academy

Please be aware that the RSAMD does **not** inform candidates if they have been **unsuccessful** for interview stage. If you have not heard from us within **4 weeks of the closing date** for the post, please assume that you have not been successful for interview stage.

Position Applied for:

1. Personal Details:

First Name(s):	Surname:
Title (i.e. Miss, Mrs, Mr, Dr):	

2. Contact Details:

Address:	Tel (Home):
	Tel (Work):
	Tel (Mobile):
Postcode:	Email:

3. Additional Information:

Do you have a full and current Driving Licence?	Yes/No
Do you require a Work Permit to work in the UK?	Yes/No
Please specify the dates and reason of any period of absence from work during the last two years (not including any annual leave taken):	
<p>(All successful applicants will be required to complete a medical questionnaire and submit evidence from their general practitioner that they are fit to undertake the duties of the post).</p>	

Do you have any particular requirements relevant to the post?

(If called for interview, please state if any assistance is required (e.g. signer, wheelchair access))

If you have previously been convicted of any criminal offence, please give details unless the conviction can be regarded as spent in terms of the Rehabilitation of Offenders Act 1974.

(Please note that if you are appointed, you will be required to complete an Enhanced Disclosure Check carried out by Disclosure Scotland).

Where did you see this post advertised?

Press / Publication	Yes / No (If yes, please specify).....
Internet	Yes / No (If yes, please specify).....
RSAMD Website	Yes / No
Mail-shot	Yes / No
Internal Advert	Yes / No
Word Of Mouth	Yes / No

Other (Please specify)

IMPORTANT - READ CAREFULLY BEFORE SIGNING

I certify that all statements given above by me on this form are true and complete to the best of my knowledge. I realise that if I am employed and it is found that such information is untrue my appointment may be reviewed and this could lead to dismissal.

DATA PROTECTION ACT

I understand that, if I am appointed, personal information about me will be computerised for Human Resources / administrative purposes including analysis for management purposes and statutory returns.

Date Signature

1. Position Applied for:

2. Name of Applicant:

3. Secondary Education

Subject	Qualification	Grade

4. Further / Higher Education

Subject	Qualification	Grade

5. Membership of Professional Bodies:

Name of Institution	Class of Membership	Date Elected

6. Specialised Training:

Such as further study (private, postgraduate), Continuing Professional Development (CPD) and any qualifications obtained

7. Experience:

Further information on particular achievements, consultancy work and range of experience to date, academic or consultancy work which you consider relevant to your application.

9. Previous Employment / Appointments Held:

(Please list in order of most recent employment at the top)

From	To	Name / Address of Employer	Main Duties / Responsibilities, Reason for Leaving

10. Statement in support of your application

(Where appropriate include details of membership of committees and professional bodies; examinations and adjudication experience if appropriate)

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11. References (Please do not include relatives)

	Name	Address	Occupation
1.		Tel No: Email:	
2.		Tel No: Email:	
3.		Tel No: Email:	

If you are invited to attend for interview, can your current employer be approached to provide a reference?

Yes/No

If you prefer this and/or any other part of your application in an alternative format please contact Julia McQuade on 0141 2708397.

Completed Applications should be returned to the Human Resources Department, 100 Renfrew Street, Glasgow, G2 3DB. Alternatively you can submit your application as an attachment by email to humanresources@rsamd.ac.uk

ROYAL SCOTTISH ACADEMY OF MUSIC AND DRAMA

APPLICATION FOR APPOINTMENT AND PROMOTION

EQUAL OPPORTUNITIES

The Royal Scottish Academy of Music and Drama is an equal opportunities employer and **all** applicants for jobs in the service of the Academy will receive equality of opportunities and fair treatment in compliance with current legislation.

The Royal Scottish Academy of Music and Drama welcomes a diverse population of staff and students. The Academy is committed to promoting equality in its activities and it aims to provide a performing, learning, teaching, working and research environment free from unlawful discrimination against applicants, staff and students on the grounds of gender, actual or perceived, sexual orientation, disability, race, colour, nationality, national or ethnic origin, marital status, age and actual or perceived religious or similar belief.

RSAMD Equal Opportunities Statement

To ensure that the Academy's Policy on Equal Opportunities is effective and that we can provide as much specialist support as possible, all applicants are asked to indicate details of their gender, marital status, ethnic origin and disability in the Equal Opportunities Questionnaire issued with this application form.

Any information you provide will be kept in strictest confidence separate from your application form and used by the Human Resources department to enable the Academy to monitor the Equal Opportunity Policy. Thank you for your co-operation.

If you prefer this and/or any other part of your application in an alternative format please contact Julia McQuade on 0141 2708397.

EQUAL OPPORTUNITIES QUESTIONNAIRE

Position applied for	
Date application form completed	
Where did you see this post advertised?	
Name	
Gender	
Marital Status	
Nationality	
Highest Qualification Held	
Religion	
Ethnicity (please circle)	White - British White - Irish White - Scottish Other White background Black British - Caribbean Black British - African Other Black British Other Black background Asian British - Indian Asian British - Pakistani Asian British - Bangladeshi Other Asian British Other Asian background Chinese Mixed White/Black - Caribbean Mixed White/Black - African Mixed White/Asian Other mixed background Other Ethnic background Not Known Information refused

Disability <i>(please circle)</i>	I Have No Disability I do not consider myself disabled Dyslexia Blind or Partially Sighted Deaf/Hard of Hearing Wheelchair User/Mobility Difficulties Require Personal Care Support Mental Health Difficulties Diabetes Epilepsy Asthma Cancer Multiple Disabilities Disability not listed above (please specify)
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Thank you for completing this questionnaire.