# **Application Guidance Note**



# COMPLETION OF THE APPLICATION FORM

- The Application Form must be completed electronically.
- Boxes on the electronic Application Form can be expanded but your Application *should not exceed 5 A4 pages*.
- Although you should try to be concise with your answers, the submission of this Application is your first opportunity to sell yourself. Please use the Application to highlight your skills, strengths and relevant achievements.
- The application form may be submitted electronically but it must be signed and countersigned (where necessary).
- Application Forms should be sent to
  - <u>glp@thewoodfoundation.org.uk</u>
    Or
  - The Wood Foundation, Blenheim House, Fountainhall Road, Aberdeen, AB15
    4DT

# 1. ABOUT YOU

- Include your name and personal contact details.
- Include your postal code (Home Address) and standard dial-in code (all telephone numbers).
- Please include your preferred email address. Please ensure it is accurate, highlighting uppercase/lowercase where necessary.
- For accreditation purposes please include your GTCS (General Teaching Council for Scotland) registration number and date of birth.
- Please let us know how you learned about the GLP programme. If you have more than one answer, please write them down.

### 2. CURRENT EMPLOYMENT

- Please enter your current job title and the duration you have been in this position.
- Please enter the name of the school and the Local Authority you are currently employed with. If your current role is not based in a school, or any one school, please give details of your main base(s).
- Include the postal code for your work/school address and the standard dial-in code for your work/school telephone number.
- Please give a brief overview of the key responsibilities associated with your current role (a bulleted list will suffice).

# 3. EMPLOYMENT HISTORY

- Please enter the number of years you have actively worked within the education system (including teaching posts, secondments and current position).
- Please provide a brief overview of your experience to date within the education system (a bulleted list of roles will suffice).

# 4. PERSONAL STATEMENT

Please provide a brief overview of your reasons for applying for a place on the GLP programme. Highlight why you have been personally and/or professionally motivated to engage in the programme. Use this space to include any relevant information which you feel may support your application.

#### 5. OVERSEAS PLACEMENT

- **5.1** Please give details of any international placements/expeditions you have participated in through school/education related activities.
- **5.2** Provide details of your personal and professional skills, experience and expertise which will enable you to make a positive contribution whilst on placement within your host community in Africa.

#### 6. GLOBAL EDUCATION & LEARNING FOR SUSTAINABILITY (LFS) -SKILL DEVELOPMENT AND PROFESSIONAL CONTRIBUTION

• GLP is a reciprocal learning opportunity. Please provide a brief summary of how you believe participation on this programme will add value to your skill development, cultural awareness and teaching practice.

#### 7. GLOBAL EDUCATION & LEARNING FOR SUSTAINABILITY (LFS) -EMBEDDING WITH THE SCOTTISH EDUCATION SYSTEM

#### 7.1

- If global education and LfS is detailed in your School Improvement Plan, please detail the key objectives.
- If global education and LfS is <u>not</u> detailed in your School Improvement Plan, please outline any activities related to global education and LfS i.e. Rights Respecting Schools Programme, Eco Schools, Fairtrade, Outdoor Learning, John Muir Award, YPI etc.

7.2

- Please provide details of how you believe your participation on GLP will add value to your school's current engagement with global education and LfS.
- Provide a short action plan highlighting how you will share your learning to support global education and LfS within your classroom/school/education authority.

# 8. FUNDRAISING

• GLP costs approximately £6,500 per person. Applicants are required to contribute £1,500 towards the cost of their participation. The Wood Foundation subsumes

the remaining £5,000. All monies raised by participants is allocated towards direct programme costs i.e. pre-departure training, flights, accommodation, living allowance, % towards inoculations and in-country support.

• **8.1** You are required to raise the full £1,500 contribution towards your participation. You may raise this in a variety of ways. Please provide a brief summary of how you intend to raise your funds.

#### 9. AUTHORISATION

9.1 Participant signature will indicate that the participant will attend all pre and post departure training sessions (minimum 2 pre-departure and 1 post placement session), fundraise the required amount towards their placement (as per Section 8), take part on the full four week placement and, make best effort to fulfil their pre and post placement school embedding plans.