



Closing Date:
Monday 8th May 2023 at 4pm

APPLICATION FORM

Post: 1. Teacher of Science to GCSE (Full Time/ Permanent)

Post: 2. Teacher of Science to GCSE (Full Time/ Temp, 1 year)

Tick one or both

Location: St Patrick's Grammar School, Armagh

Applicants should refer to the information in the application pack before completion of this form. **A Curriculum Vitae must not be submitted, any alterations to this form will invalidate your application.** Applicants must ensure they provide sufficient information on the application form to enable the selection panel to assess their eligibility for consideration. Failure to do so will result in the application being rejected. **Late applications will not be accepted.**

1 PERSONAL DETAILS		
Surname:	Forename(s):	Dr/Mr/Mrs/Ms/Miss <i>Delete as appropriate</i>
Previous Surname(s):		
Address:	Telephone number: (Home)	
Postcode:	(Daytime contact number):	
National Insurance No: ___ / ___ / ___ / ___ / ___	E-mail address:	
Are you an EU citizen? YES/NO	Teacher Reference Number: GTCNI Membership Number:	

2 QUALIFICATIONS (Original documentary evidence will be required from the successful candidate) Include below courses successfully completed and/or currently being undertaken					
Subject obtained/to be taken	Level of qualification	Examining Body/University	Grade	Month/year obtained	Month/year expected
<i>Examples:</i> Maths Word Processing (Parts 1&2) Business Studies : HR, Marketing, etc	GCSE Stage 2 Degree	NISEAC RSA/OCR UUJ	C Pass To be awarded	June 1993 January 2000	June 2008
2 QUALIFICATIONS cont (Original documentary evidence will be required from the successful candidate) Include below courses successfully completed and/or currently being undertaken					

Subject obtained/to be taken	Level of qualification	Examining Body/University	Grade	Month/year obtained	Month/year expected

Membership of Professional Body

Name of Professional Body	Qualification/Membership status (please indicate if obtained by examination)	Date obtained

3 PRESENT EMPLOYMENT

Name and address of employer:

Position/Grade:	Date of appointment:	No. of Teaching Allowances:	Period of notice required:
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Brief outline of main duties and responsibilities:

4 PREVIOUS EMPLOYMENT Please give details of past employment (beginning with the most recent)

Name and address of employer	Job title/Grade	Period of employment	Main duties and responsibilities	Reason for leaving

		dd/mm/yy			
		From	To		

GAPS IN EDUCATION/EMPLOYMENT HISTORY Please account for any time since leaving school/college/university which has not been included in previous information. You should also account for any gaps in between for example a 1 year gap between leaving School and starting University.

5 CHILD PROTECTION (Please note this post may involve ‘regulated activity’ as defined under Safeguarding Vulnerable Groups (NI) Order 2007. The Board considers a post based in a school, Youth Centre or other educational institution, or any Board post where the duties require the post holder to regularly visit such locations to be a ‘regulated activity’ (definition of a regulated activity in Section 5 of Notes of Guidance)).

Is there any reason as to why you would not be suitable to work with children/young people in an educational setting?
YES/NO
If YES, please provide details:

6 REFERENCES

Please give the names and addresses of two referees, at least one of whom should be able to comment on your suitability to work with children/young people in an educational setting (if applicable) and your professional ability. Prior consent of referees must be obtained. The referees cannot be members of the Selection Panel for this post. References must not be submitted with this form. You should note that while it is not essential to nominate your present employer as a referee at this time, in the event of you being offered a post the Board/Board of Governors will seek references from your present/most recent employer. By signing Section 8 of this form you will be indicating agreement to this reference being sought.

<p>Referee 1</p> <p>Name:</p> <p>Company:</p> <p>Position held:</p> <p>Address:</p> <p>.....</p> <p>Telephone No:</p> <p>Capacity in which you know this person:</p>	<p>Referee 2</p> <p>Name:</p> <p>Company:</p> <p>Position held:</p> <p>Address:</p> <p>.....</p> <p>Telephone No:</p> <p>Capacity in which you know this person:</p>
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Any person involved in the recruitment process for the post for which you are currently applying cannot act as a referee.

7 DISABILITY

In accordance with the Disability Discrimination Act 1995, a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities”.

If you consider yourself to have or have had a disability that is relevant to the position for which you are applying, please provide any relevant information about your disability and any requirements that you may need so that we can process your application fairly and make any reasonable arrangements/adjustments to enable you to attend for interview.

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The School, as part of its Equal Opportunities Policy, welcomes applications from people with disabilities.

8 DECLARATION (CANVASSING, FALSE DECLARATION, CONSENT, DATA PROTECTION/REFERENCES)

I hereby certify and declare that:

- 1) I have read the Terms and Conditions of Appointment relating to the position. I declare that I have not canvassed in any way and that the information contained in this form is true and accurate.
- 2) I understand this post is (or may be) exempt from the provision of the Rehabilitation of Offenders (Exceptions Amendment) Order (Northern Ireland) 1987. In the event of my application being successful, I consent to a check being made by Access Northern Ireland (AccessNI), a Single History Disclosure Body, to determine if there is any record of criminal convictions, pending prosecutions, cautions or bind-over orders against me.
- 3) I understand that the information on this form is required by the Board for the purpose of processing my application. The information is covered by the provisions of the Data Protection Act 1998. My signature on the form is deemed to be an authorisation by me to allow the Board to process and retain the information for the purpose(s) stated including approaching my current/most recent employer for a reference in the event of my being recommended for appointment.
- 4) I understand that if I provide false or misleading information I may have any offer of employment withdrawn or if employed will be dismissed from the service.

Signature: Date:

NOTE RE COMPLETION OF SECTION 9 ‘RESPONSE TO PERSONNEL SPECIFICATION’ (attached sheet/s)

In order to complete your application for this post you must outline in Section 9 of this form how and to what extent you meet the essential (and, as applicable, desirable) requirements set out in the Personnel Specification.

You must provide sufficient information on the application form to enable the Selection Panel to assess your eligibility. Failure to do so will result in your application being rejected.

Please complete and return, by post or email to this form to the School info@stpatricks.armagh.ni.sch.uk no later than 4pm on the closing date.

9 RESPONSE TO PERSONNEL SPECIFICATION

You must complete this section of the application form, giving examples of your experience and attainments which demonstrate how and to what extent you meet the essential (and, as applicable, desirable) criteria set out on the Personnel Specification. Your examples can be drawn from any aspect of your experience – education, work, social activities, etc but they must be factual examples of things you have actually done.

You must ensure you provide sufficient information on the application form to enable the Selection Panel to assess your eligibility. Failure to do will result in your application being rejected.

1. Please demonstrate how you meet the essential criteria outlined in the personnel specification

2. Please demonstrate how you meet any desirable criteria

Signed: _____ Date: _____