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Application for Employment

The School is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. The information contained in this application form is required in order to help us fulfil our Safer Recruitment checks.

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| Post Applied For |  |

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| --- | --- | --- | --- | --- | --- |
| Preferred Title |  | | | | |
| Surname |  | | | | |
| Forename(s) |  | | | | |
| Former Name(s) |  | | | | |
| Date of Birth |  | | | | |
| Full home address |  | | | | |
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|  | | | | |
|  | | | | |
| Postcode | |  | | |
| E-mail address |  | | | | |
| Mobile telephone number |  | | | | |
| Home telephone number |  | | | | |
| National Insurance number: |  | | | | |
| Do you have Qualified Teacher status?  (please circle / delete as appropriate) | | YES | | NO | N/A |
| Have you applied for work at the school previously? If yes please provide details. | |  | | | |
| Are you related to or do you maintain a close relationship with an existing employee, volunteer or Governor of Stormont School? If so please provide details. | | | | | |
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**EDUCATION AND QUALIFICATIONS**

Please give details of all qualifications relevant to the role. Please also give secondary school details.

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| 1. | Name of School/College/University |  |
| Dates of attendance |  |
| Qualifications obtained (please give grade / classification) |  |

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| 2. | Name of School/College/University |  |
| Dates of attendance |  |
| Qualifications obtained (please give grade / classification) |  |

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| --- | --- | --- |
| 3. | Name of School/College/University |  |
| Dates of attendance |  |
| Qualifications obtained (please give grade / classification) |  |

**EMPLOYMENT HISTORY** (Please include all periods of employment; please continue on a separate sheet if necessary.)

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| --- | --- | --- | --- |
| 1. | Start & finish dates (e.g. 01.10.2014 to 28.02.2017) | Name and address of current / most recent employer | Position held:  Current / most recent annual salary:  Notice required:  Reason for leaving: |
| Main responsibilities & duties of current / most recent post | | |
| 2. | Start & finish dates | Name and address of employer | Position held:  Reason for leaving: |
| 3. | Start & finish dates | Name and address of employer | Position held:  Reason for leaving: |
| 4. | Start & finish dates | Name and address of employer | Position held:  Reason for leaving: |

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| If there are any gaps in your employment or education history, please explain them here. (Please give the relevant dates) |
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| Please give any further information you feel relevant to this application, e.g. special skills and abilities, training and experience. |

**INTERESTS**

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| Please list other (outside) activities or interest, membership of organisations, or commitments to public duties. |
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**PERSONAL STATEMENT** (Please continue on a separate sheet if necessary)

Please give your reasons for applying for this post and say why you believe you are suitable for the position, making reference tothe job description and person specification.

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**PROFESSIONAL / ACADEMIC REFEREES**

(Please provide full contact details of two referees who have known you for at least two years)

One of the referees must be your current or most recent employer and must be a senior person with ‘appropriate authority’. If your current/most recent employer does/did not involve work with children, then your second reference (where possible) should be from a recent employer where you worked with children.  Neither referee should be a relative or someone known to you solely as a friend or colleague. Please ensure you provide full contact details for the referees, including their e-mail address.

The School will take up all references for candidates who are invited for interview.

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| --- | --- |
| Preferred Title |  |
| Name |  |
| Position/Job Title |  |
| Address |  |
| Postcode |  |
| Telephone Number |  |
| Email address |  |

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| --- | --- |
| Preferred Title |  |
| Name |  |
| Position/Job Title |  |
| Address |  |
| Postcode |  |
| Telephone Number |  |
| Email address |  |

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| **DECLARATION – Part 1**  Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country?  YES / NO  *(please circle or delete as appropriate)*  *(You are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the Disclosure and Barring Service filtering rules; see Appendix 1).*  Is there any relevant court action pending against you?  YES / NO  *(please circle or delete as appropriate)*  *Please add anything else of relevance to your application, to include any publicly available information on Social Media, of which the School should be made aware:* | | |
| If answering "YES" to either of the above, please provide the following information on a separate sheet and send this in a sealed envelope (addressed to the Head and marked "confidential") with your application form:   * details of the order, restriction, conviction or caution and the date that this was made * the relevant court or body and the sentence, if any, which was imposed and * a copy of the relevant order or conviction. | | |
| **DECLARATION – Part 2**   * I confirm that the information I have given on this application form is true and correct to the best of my knowledge. * I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children. * I confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts me from teaching or being involved in the management of an independent school. * I confirm that I am not disqualified from working in Early Years provision or later years provision with children under the age of eight. * I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence. * I understand that in submitting this form I give I consent to the School to process the information given by me as may be necessary during the recruitment and selection process. * In the event that my application is unsuccessful, I understand that the data so collected will be retained for six months from the closing date for applications, after which time it will be disposed of securely. | | |
| **Signed:** |  |  |
| **Date:** |  |  |
| *Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration above.* | | |