



APPLICATION FORM

Instructions for Completion

- You must read 'Application Pack Information' before completing this application form.
- Applicants should submit this form only; supplementary material such as CV's will not be considered as a substitute for completing this form.
- You should use this form to demonstrate fully how you meet the essential and desirable criteria outlined in the job description.
- Applications should be completed using black ink and may be either handwritten or typed.

APPLICATION FOR THE POST OF:	SEN General Assistant
POST REFERENCE NUMBER:	GA/Nov/2024
CLOSING DATE FOR APPLICATION:	Thursday 21st November before 1.00pm

Section 1: Personal Details																
Surname						Forenames										
Title	Mr		Mrs		Miss		Ms		Dr		Other					
Address:																
Postcode																
Telephone Numbers	Home:						Mobile:						Work:			
Email Address:																

Section 2: Education and Qualifications

A. Secondary Education (names of schools/colleges not required)

Type of Educational Establishment	Date: From	To	Qualification Obtained (please indicate level/subject/grade/year achieved.)

B. Further, Higher and Professional Education

Type of Educational Establishment	Date: From	To	Qualification Obtained (please indicate level/subject/grade/year achieved.)

Section 3: Present Position

Name of Organisation		Job Title	
Date of appointment		To whom accountable	

Summary of main duties and responsibilities

Current Salary : £

Notice required to terminate present employment:

May we ask your current employer for a reference prior to interview? YES/NO

Section 4: Previous Experience

Name, address & telephone number of employer	Job title, main duties and responsibilities	Dates of employment:		Reason for leaving
		From	To	

Section 5: Criteria for this Appointment

Please read the statement of essential and desirable criteria for this appointment and use the space below to set out the evidence which in your opinion demonstrates that you meet each of the criteria. **You must refer to each criteria in order.**

Section 6: Other Activities and Interests

Section 7: References

Please give the names, addresses and telephone numbers of two persons to whom application may be made in confidence for references. These persons should not be relatives or friends. One of these persons should be able to write about your performance and achievement in your present position. Please note – references may be sought prior to interview.

Name and Address

Name and Address

Occupation

Occupation

Telephone No.

Telephone No.

Email address:

Email address:

Section 8 : Medical History

Whether you have been in employment or not, please indicate below on how many days and occasions you have been unfit for work over the past three years:

From	To	Number of Days	Nature of illness

Section 9: Access NI Check

Please state if you hold any convictions for criminal offences, including driving offences and provide brief details of each.

Section 10: Declaration by the Candidate

Please sign the undernoted declaration

- I have read and understood all the information given regarding this post and the procedure for making the appointment.
- I have provided information in the application form which I believe to be honest and truthful.
- I am willing, if offered the post, to agree to a criminal records check and a medical examination being carried out prior to the appointment being confirmed.

Signed: _____ **Date:** _____

MONITORING QUESTIONNAIRE**Private & Confidential**

St Colman's College is an Equal Opportunities Employer. We do not discriminate on grounds of religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job.

To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our applicants and employees, as required by the Fair Employment and Treatment (NI) Order 1998.

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you your community background by ticking the appropriate box below.

I am a member of the Protestant community

I am a member of the Roman Catholic community

I am a member of neither the Protestant nor the Catholic community

Please indicate whether you are: Female Male

If you do not complete this questionnaire, St Colman's College will be encouraged to use the "residuary" method, which means that we can make a determination on the basis of personal information on file/application form.

Note: It is a criminal offence under the legislation for a person to "give false *information...in connection with the preparation of the monitoring return*".