



# Application Form

## Head of Drama

Full Time, Permanent Position

Commencing at the beginning of Academic Year 2025/2026 (or earlier with mutual agreement)

### Application Information:

This application form comprises of two parts:

Part 1 is factual information

Part 2 is supporting information by the candidate

Please submit both parts. Only information on the application form will be taken into account in the selection process.

### GDPR Statement

*The information on this form is required by the College for the purpose of recruitment and selection of this position. The information is covered by the provisions of UK GDPR. Your signature to the form is deemed to be an authorisation by you to allow the school to process and retain the information for the purpose(s) stated.*

### For Office Use only

Received on: Date

Time:

Applicant No:	
<b>Part 1</b>	
<b>Personal Details</b>	
Title:	
Surname:	
Forename:	
Teacher Reference No.:	
National Insurance No:	
Are you registered with the General Teaching Council for N. Ireland (Y/N)	
Registration No:	
Registration Date:	
Address:	
Postcode:	
Home Telephone No.:	
Mobile No.:	
Email address: <i>(This will be used for correspondence throughout the process)</i>	

## Education

Please see the Application guidance; Qualifications before completing this section.

### Education (Post Primary Education)

Name of School/ College attended	AS/A Level Qualifications			
	From (dd/mm/yy)	To (dd/mm/yy)		
			Subjects	Grade

### Education and Qualifications (Third Level)

Universities/ Colleges	Dates	Primary Degree/ Diploma/ Certificate (unless specified below under Professional Teaching Qualification)			
		Title Incl. Hons	Class & Division	Subjects in Each Year of Course	
				Main	Subsidiary

Universities/ Colleges	Dates	Professional Teaching Qualification			
		Title Incl. Hons	Class & Division	Subjects Methods	
				Main	Subsidiary

Universities/ Colleges	Dates	Postgraduate/ Other Qualifications, Courses etc.	
		Title & Classification	Subjects

**Continuous Professional Development**

Please provide details of any continuous professional development undertaken in the last five years whether as a participant or leader	Dates of Attendance

**In Service training**

Please provide details of any relevant in-service training course(s) attending in the last 5 years, whether as a participant or a leader	Dates of Attendance

**Ability to teach another subject(s)**

*Please provide details of the additional subjects that you are qualified to teach (excluding your main degree subject(s)) indicating your relevant qualifications*

Subject	Qualification

**Religious Education Certificate**

Do you hold a recognised Religious Education Certificate?	Yes/No
<i>Detail</i>	

## Teaching/ Employment Service History

Please start with your most recent position and include details of period of service, subjects taught and to what level, posts of responsibility held, main duties, reasons for leaving and teaching allowances. All gaps in employment must be accounted for.

Dates Name and address of School, College, or other post-qualification Employer		Period of service (beginning with most recent)			
		From	To	Subjects taught and to what level	Post held/ Main duties/ Teaching Allowance Points

**Responsibility Details**

Please start with your most recent position and include details of responsibility points in order of award (if applicable)

Responsibility points			
	From (dd/mm/yy)	To (dd/mm/yy)	Main Duties

**Other Employment Details**

Name and Address of Employer	Period of service (beginning with most recent)		
	From	To	Post held/ Main duties/ Reason for leaving

## Part 2

Please complete the following sections in support of your application, addressing issues you regard as relevant to the post as described in the Job Description and detailing your present/previous involvement in any/all the following areas.

### **1. Demonstration of Skills (max 300 words)**

Please refer to the Person Specification for the details of Skills deemed essential for success in this role. Please use this space to demonstrate how you meet these.

Confirm number of words used.....

### **2. Demonstration of Knowledge and Experience (max 300 words)**

Please refer to the Person Specification for the details of Knowledge and Experience deemed essential for success in this role. Please use this space to demonstrate how you meet these.

Confirm number of words used.....

### 3. Demonstration of Personal Qualities (max 300 words)

Please refer to the person specification for the details of Personal Qualities & Other deemed essential for success in this role. Please use this space to demonstrate how you meet these.

Confirm number of words used.....

### Relationship to a member of the Board of Governors

If you are aware that you are related to a member of the Board of Governors, please give the name(s) of the relative(s) and the relationship to you:

### References

State below the name, address and telephone number of two persons willing to give references. **One of these references should normally be by the Principal of your current/most recent permanent teaching position, the other a character refer.** Prior consent must be obtained from referee.

Professional	Character
Name:	Name:
Occupation:	Occupation:
Address:	Address:
Telephone:	Telephone:
Email:	Email:



## Criminal Offence(s)

Have you ever been convicted of a criminal offence?                      YES                      NO

Please give details include nature of offence(s), sentence(s) and date(s)

Note: The College has a responsibility to check whether persons who apply for teaching posts have a criminal record. In order for the College to fulfil this responsibility, you are required on this form to declare any criminal convictions you may have. This post is exempt from the provisions of the Rehabilitation of Offenders (Exemptions) Orders 1979 which means you are not entitled to withhold information about convictions. It is important to note therefore that all bindovers, cautions or convictions must be declared including those otherwise considered as 'spent'. The fact that a person has a criminal record does not automatically render him or her unsuitable for the post. You should be advised that the above includes DRIVING OFFENCES AND ABSOLUTE DISCHARGES. A candidate found to have failed to declare any of the above will be liable to disqualification or if appointed to dismissal. Any information given will be completely confidential. St. Colman's College complies with DENI guidance on pre-employment checking and DE Circular 2006/06.

## Declaration

- a) I have read the Aims of St Colman's College
- b) I declare that the foregoing particulars are complete and correct to the best of my knowledge and belief.
- c) I have not canvassed any member of the Board of Governors or sought anyone to canvass on my behalf
- d) I am not suffering from any illness or disability which would prevent me from carrying out the duties of this post
- e) I am willing to contribute to the extra-curricular life of the College

A candidate found to have knowingly given false information, or to have suppressed any material fact, will be liable to disqualification or, if appointed, to dismissal.

**Candidate's Signature:**

**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*".