



ST COLMAN'S COLLEGE APPLICATION FOR THE POST OF CATERING MANAGER

Please complete on full, in black ink or typescript. No additional information, pages or CV will be accepted

PERSONAL DETAILS

| | | | | | |
|------------------------------|--|-----------|--|----------|--|
| Title: Dr/Mr/Mrs/Ms/Other | | Forename: | | Surname: | |
|------------------------------|--|-----------|--|----------|--|

National Insurance Number: _____

| | | | |
|----------------|--|----------------|--|
| Mobile Number: | | Email Address: | |
|----------------|--|----------------|--|

| | |
|--|--|
| Are you eligible for employment in the UK? <i>If no please provide details.</i> | YES <input type="checkbox"/> NO <input type="checkbox"/> |
|--|--|

| | |
|--|--|
| Do you hold a current driving licence? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
|--|--|

| | |
|--|--|
| Do you have endorsements? <i>If yes, please provide details</i> | YES <input type="checkbox"/> NO <input type="checkbox"/> |
|--|--|

Address: _____

Postcode: _____

GCSE/A Level/University/Qualifications (please start with the most recent)

| Name of School/College/University | Dates of attendance | Examinations | | | |
|-----------------------------------|---------------------|--------------|--------|------|---------------|
| | | Subject | Result | Date | Awarding Body |
| | | | | | |

Employment Experience (Current/most Recent Employment)

| | |
|--|--|
| Name and Address of Employer: | |
| Current/most recent job title: | |
| Brief description of responsibilities: | |
| Date commenced employment: | |
| Date employment ended (if applicable): | |
| Salary/salary on leaving | |
| Reason for seeking other employment: | |

Previous Employment History and/or Activities Since leaving Secondary Education

| Dates | | Name and Address of Employer | Position Held | Reason for Leaving |
|-------|----|------------------------------|---------------|--------------------|
| From | To | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Gaps in Employment (if there are any gaps in your employment history, eg looking after children, sabbatical year, please give details and dates.

Qualifications and Training

Candidates should demonstrate by example, their qualifications and training relevant to the post as stated in the Job Description, ie Essential Criteria

Additional Essential Criteria

Skills/Abilities – Candidates should demonstrate, by example, their skills relevant to the post as stated in the Job Description (*Additional Essential Criteria Skills/Abilities bullet points and Values Orientation Bullet points*).

Desirable Criteria

Personal Qualities – Candidates should demonstrate, by example, their personal qualities relevant to the post as stated in the Job Description (*as stated in the Desirable Criteria – Skills/Experience*).

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:

Criminal Record

An offer of employment is conditional upon the School receiving an Enhanced Disclosure from AccessNI which the School considers to be satisfactory. It is unlawful for the School to employ anyone who is barred from working with children, and it is a criminal offence for any person who is barred from working with children to attempt to apply for a position. If you are successful in your application, you will be required to complete an online Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or code of practice published by AccessNI.

This position is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings, including those which would normally be considered “spent” under the Act, must be declared.

If you have a criminal record, this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School’s objective assessment procedure.

| | | |
|--|--|--|
| Have you been convicted by the courts of any criminal offence? | | |
| Is there any relevant court action pending against you? | | |
| Have you ever received a caution, reprimand or final warning from the police? | | |

If you answered “YES” to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked “Confidential” with your application form

REFERENCES

Please give names, addresses, occupations and telephone numbers of two persons willing to give references. One of these must be your current or most recent employer. Neither referee should be a relative or someone known to you solely as a friend. The school reserves the right to take up references from any previous employer. St Colman's College, Newry, will take up references for all shortlisted candidates before interview.

N.B. References should not be submitted with this application.

Referee 1

| | |
|-------------------------------|--|
| Name: | |
| Organisation & Occupation | |
| Address (including Postcode): | |
| Email Address: | |
| Telephone No: | |
| Relationship to you: | |

Referee 2

| | |
|-------------------------------|--|
| Name: | |
| Organisation & Occupation | |
| Address (including Postcode): | |
| Email Address: | |
| Telephone No: | |
| Relationship to you: | |

Recruitment

It is the school's policy to employ the best qualified personnel, to provide equal opportunity for the advancement of employees, including promotion and training, and not to discriminate against any person because of his/her race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A copy of the School's Children Protection/Safeguarding Policy can be found on the school's website www.shsnewry.com and is available for download.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed as confidential waste after six months. This information will not be disclosed to a third party unless we are required to do so by law.

DECLARATION

- a) I declare that the foregoing particulars are complete and correct to the best of my knowledge and belief.
- b) I have not canvassed any member of the Board of Governors or sought anyone to canvass on my behalf.
- c) I am not suffering from any illness or disability which would prevent me from carrying out the duties of this post.

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 Signature:

Date:

CLOSING DATE FOR APPLICATIONS: 1pm on Thursday 21st November 2024

Completed applications should be returned in either hard copy or electronic format and marked for the attention of Josephine McGrath or email: jmcgrath229@c2ken.net

St Colman's College

46 Armagh Road

Newry

BT35 6PP

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*".