**APPLICATION FORM**

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| 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.
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| **APPLICATION FOR THE POST OF:** | **SEN General Assistant** |
| **POST REFERENCE NUMBER:** | **GA/June/2025** |
| **CLOSING DATE FOR APPLICATION:** | **Ongoing** |

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

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| **Section 2: Education and Qualifications** |
| 1. Secondary Education (names of schools/colleges not required)
 |
| **Type of Educational Establishment** | **Date:****From** | **To**  | **Qualification Obtained (please indicate level/subject/grade/year achieved.)** |
|  |  |  |  |
| 1. 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:From To | Reason for leaving |
|  |  |  |  |  |
| **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**  |
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| **Section 7: References** |
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| 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** **Occupation**  | **Name and Address****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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Applicant Monitoring Questionnaire Applicant’s Ref No: GA/June/2025

**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*”.