

APPLICATION FOR THE POST OF

SCHOOL LIBRARIAN /

COMMUNICATIONS LINK MANAGER

**Please do not attach any other pages - Application Form only will be considered**

Please complete this form using typeface or in BLACK INK throughout. Completed forms must reach the School **not later than 12 noon on Monday 16 October 2017**. Applications received after this date and time will not be accepted.

The short listing process will be carried out using only the information on this application form. It is the responsibility of the applicant to ensure that all necessary relevant information is included to enable the School to assess eligibility for consideration for appointment.

PERSONAL

**Surname and title**        **Forename(s)**

**Address for correspondence**

**Date of Birth**       **Tele. No**        **Mobile**

**Email**       **NI Number**

In common with all schools and educational establishments, we are required to ask each applicant to list any conviction of a criminal offence. The provisions of the Rehabilitation of Offenders (Exceptions) Order (NI) 1987 provide that convictions that are spent under the terms of the Rehabilitation of Offenders Order (NI) 1978 must be disclosed if the individual will be working with children or other vulnerable groups. It is therefore necessary for you to list any convictions whether considered spent or not, and to indicate the nature of the offence/conviction. Failure to disclose any previous criminal conviction will result in disqualification of an application, or after appointment, dismissal.

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

 **If YES, please indicate the nature of (all) the offence(s)/conviction(s):**

 **In the event of an offer of employment being made to you, do you give permission for a**

 **police check to be carried out, to verify this information? YES / NO**

 **Please note that refusal could prevent further consideration of this application.**

 **Is there any reason as to why you would not be suitable to work with young people in an educational setting? YES / NO**

 **Do you have any disabilities which could affect your performance in this post?**

 **If YES, describe:**

POST PRIMARY EDUCATION

**Please give details of type of school(s) attended, dates and final qualification gained.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of School** | **Dates** | **Qualifications Gained** | **Exam** |
| **Attended** | **From** | **to** | **Subjects and grades** | **Year** | **Board** |
|       |       |       |       |       |       |

HIGHER EDUCATION

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution**  | **Dates** | **Main and Subsidiary Subjects** | **Qualification gained** |
|  | **from** | **To** |  | **(class and division)** |
|       |       |       | **Year 1**      |       |
|       |       |       | **Year** **2**      |       |
|       |       |       | **Year 3**      |       |
|       |       |       | **Year 4**      |       |

PROFESSIONAL TRAINING

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution**  | **Dates** | **Subject(s)** | **Qualification gained** |
|  | **from** | **To** |  |  |
|       |       |       |       |       |

POSTGRADUATE EDUCATION

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution**  | **Dates** | **Subject(s)** | **Qualification gained** |
|  | **from** | **To** |  |  |
|       |       |       |       |       |

EMPLOYMENT HISTORY/WORK EXPERIENCE

**Please give details beginning with current employment.**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Employer's** | **Position Held /** |
| **From** | **to** |  **Name/Address** | **Main Responsibilities** |
|       |       |       |  |

Please give the names, and addresses, of two referees:

|  |  |
| --- | --- |
| **1 Referee:** | **2 Referee:** |
| Name:      Personal [ ]  Professional [ ] Address:      Tel No:       | Name:      Personal [ ]  Professional [ ]  Address:      Tel No:       |
| **Please give details of your current salary.**  |

**May we contact any of the above employers? YES / NO**

**If NO, which do you wish us not to approach?**

The Board of Governors reserves the right to take up a reference from your present employer/school on offer of employment.

**Please show how you feel you meet the criteria listed on the information sheet**.

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**Please state why you feel you would be suitable for this post.**

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|       |

DECLARATION

The facts set forth in this application for employment are, to the best of my knowledge, true and complete.

**Date**  **Signature**

Information given may be placed on computer, it will then be held in accordance with the Data Protection Act.