

APPLICATION FOR THE POST OF

VICE-PRINCIPAL (TEACHING & LEARNING)

**Please do not attach other pages – this Application Form only will be considered**

Please complete this form using typeface or BLOCK capitals in BLACK INK throughout. Completed forms must reach the school **not later than 12 noon on Tuesday 19 June 2018**. 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**

**Telephone No**        **(private)**       **(business)**

**Date of Birth**       **Email address**

**Teacher Reference Number**       **National Insurance Number**

POST PRIMARY EDUCATION

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

**You should include GCE ‘A’ level or equivalent examinations.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of School** | **Dates** | **Qualifications Gained** | **Exam** |
| **Attended** | **from** | **to** | **A’ Level 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** |  |  |
|       |       |       |       |       |

IN-SERVICE TRAINING (Please give details of relevant recent in-service training)

|  |  |  |
| --- | --- | --- |
| **Course title** | **Training body** | **Dates** |
|       |       |       |

TEACHING EXPERIENCE

CURRENT TEACHING POSITION

|  |  |
| --- | --- |
| **Name and address of School** |       |
| **Type of school** |       | **Current enrolment** |       | **Number in sixth form** |       |
| **Post appointed to**  |       | **Date of appointment** |       |
| **Any previous promoted posts held within current school** | **Management / teaching allowance** | **Date appointed** |
|       |       |       |
| **Present post(s)**  | **Current allowance** | **Date appointed** |
|       |       |       |
| **Outline of current duties and responsibilities**      |

TEACHING EXPERIENCE (other than teaching practice)

**Please give details of dates, school or institution, subjects taught and salary point.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School or**  | **Dates** | **Subjects taught and level** | **Full/part** | **Salary** |
| **Institution** | **from** | **to** | **eg KS3, GCSE, A’ level** | **time** | **Point** |
|       |       |       |       |       |       |
|  |  |  |  |
| **Aggregate of teaching service as at 31 August 2018** |       |

Please outline any additional information which you feel supports your application and which in particular may meet the **Essential criteria** (One side of A4 only)

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|       |

Please outline any additional information which you feel supports your application and which in particular may meet any of the **Desirable criteria** (One side of A4 only)

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Please outline your **knowledge/skills** and **personal qualities** which you feel support your application.(One side of A4 only)

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|       |

EMPLOYMENT OTHER THAN TEACHING

|  |  |  |
| --- | --- | --- |
| **Employer** | **Dates** | **Nature of employment** |
|  | **from** | **To** |  |
|       |       |       |       |

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.

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

 **If YES, please indicate the nature of all offences/convictions:**

 **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**

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

Please give the names, and addresses, of two academic referees. The school reserves the right to contact previous employers before an offer of post is confirmed.

|  |  |
| --- | --- |
| **1 Referee:** | **2 Referee:** |
| Name:      Address:      Email:       | Name:      Address:      Email:       |
| Tel No:       | Tel No:       |

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.