

*Please affix*

*photograph*

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**APPLICATION FORM**

 **Name of Candidate:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Post:** Temporary Classroom Assistant

 **To be returned to:** Miss Andrea Brown (Head of Junior School)

 Campbell College

 Belmont Road

 Belfast

 BT4 2ND

 **Closing Date:** 12 noon on Friday 18th October 2019

**Application for the post of**

**Temporary Classroom Assistant**

*This form should be completed in black ink, or may be typed.*

*The layout and settings on this form may not be altered.*

1. **Personal Information**

|  |  |  |  |
| --- | --- | --- | --- |
| TITLE |  Miss Mrs Ms Mr *(please circle)* | SURNAME |  |
| FORENAME(S) |  |
| ADDRESS |  |
| POSTCODE |  |
| E-MAIL |  |
| TELEPHONECONTACT |  |

**2. Education & Relevant Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| EXAMINING BODY | QUALIFICATION | DATE AWARDED |  |
|  |  |  |  |

**3. Details of Current Position**

|  |  |  |
| --- | --- | --- |
| job title |  |  |
| employer |  |  |
| address |  |  |
|  |  |  |
| date of appointment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| MAIN DUTIES AND RESPONSIBILITIES ATTACHED TO PRESENT POSITION: |  |
|  |  |

**4. Employment History**

Please state any previous employment, listing the most recent first:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| EMPLOYER | ADDRESS | POST HELD | FROM | TO |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**6. References**

Please give the name of two referees, at least one of whom should be able to comment on your work with children. Their prior consent should be obtained.

|  |  |  |
| --- | --- | --- |
| NAME OF REFEREE 1 |  |  |
| POSITION HELD |  |  |
| ADDRESS |  |  |
|  |  |  |
| TELEPHONE NUMBER |  |  |
|  |  |
| NAME OF REFEREE 2 |  |  |
| POSITION HELD |  |  |
| ADDRESS |  |  |
|  |  |  |
| TELEPHONE NUMBER |  |  |

**7. Personal Statement**

Please give further information in support of your application. In particular, candidates should clearly indicate to what extent they are able to meet the desirable criteria. You may word process your comments, but should not submit a CV with this application form. Nor should you attach or use any additional pages.

|  |  |
| --- | --- |
|  |  |

**8. Other Details**

|  |  |
| --- | --- |
| Have you ever been cautioned for, or convicted of, a criminal offence? (including road traffic offence) |  |
| If the answer to this question is yes, please give details of the offence and of any fine or other punishment imposed: |  |
|  |  |  |
|  |  |  |
|  |  |  |

PLEASE NOTE:

This post is exempt from the provisions of the rehabilitation of offenders (NI) order of 1978 and applicants must therefore disclose information about convictions which for other purposes are “spent” under the provisions of the order. Failure to disclose such convictions could, in the event of employment, result in dismissal or disciplinary action by the Board of Governors of Campbell College. Any information provided will be completely confidential.

All information supplied by you on this application form is held by the College in accordance with EU and UK data protection legislation.  The information is used for the selection and appointment of the post for which you have applied.  Information relating to the successful applicant is transferred to the applicants own personnel file retained in the College.  Information for all unsuccessful applicants will be held for six months after completion of the selection process and then securely destroyed.

Our staff privacy notice details the collection, use and storing of data and may be found at [www.campbellcollege.co.uk](http://www.campbellcollege.co.uk)

Canvassing of any kind will disqualify the applicant(s) responsible. This means that there must be no contact at any time and in any manner or form (direct, indirect, oral or written, specific or general) with any member of the Board of Governors.

**9. Declaration**

I declare that:

(i) I have not canvassed in any way.

(ii) The information in this form of application is true and accurate.

(iii) I have answered the questions fully.

(iv) I am not suffering from any disability, physical or legal, which could prevent the satisfactory discharge of the duties of the post for which I have applied.

I understand that, prior to appointment to this post, a check for any record of convictions or bind-overs may be made and that I may be asked to submit to a medical examination to demonstrate that I am physically fit for the post for which I have applied. I hereby give my permission for these to be done.

SIGNED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_