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| Campbell College Logo_green(72).jpg After School Care Leader- December ‘21 part-time (term-time)  Ref: After School Care Leader - December 2021/      **APPLICATION FORM** |

**Job Title:** After School Care Leader

**Closing date:** Wednesday 15th December 2021

at ***12.00 noon***

**Notes:**

* Canvassing will disqualify
* Only applications containing all the information

which has been sought will be considered

* Non-completion of the Equal Opportunities Monitoring

Information may result in rejection of your application

* Applications received after the closing date and time

will not be considered

* Complete in black/blue ink

For administrative purposes please indicate any planned holiday arrangements From To

*Please note we are under no obligation to take account*

*of your holiday arrangements*

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title (Mr, Mrs, Miss, Ms, other): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Previous Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Email Address:

Nationality

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EC

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Non EC *If Non EC please specify*

Please name two referees (not relatives) at least one of whom should have knowledge of your present work in a supervisory/managerial capacity.

(Please note we will always seek a reference from your last employer)

Title (Mr, Mrs, Miss, Ms, Dr): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title (Mr, Mrs, Miss, Ms, Dr): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Can we contact this referee prior to interview? Can we contact this referee prior to interview?

Yes \_\_\_\_\_\_ No \_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_

**Education – GCSE, O-Level, A-Level, NVQ, Secretarial or Equivalent**

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| --- | --- | --- |
| **GCSE/O’ Level(s)/AS/A’ Level(s)** | **Subject** | **Grade** |
|  |  |  |

**Further Education:**

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| --- | --- | --- |
| Degree/Diploma/Certificate | **Result & Date Obtained** | **Exams to be taken** |
|  |  |  |

**Professional Qualifications**

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| --- | --- | --- | --- |
| **Name of Professional Body** | **Level** | **Date** | **Enrolment No / Membership No** |
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**Employment History – Present post**

Employer Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period of Notice \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Salary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
  
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Duties of Present Post  Reason for Leaving |

**Employment History - Previous Posts**

Please list all your previous posts beginning with the most recent including periods out of employment & any training *(continue on a separate sheet if necessary).*

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| --- | --- | --- | --- |
| **Name of Employer** | **Address** | **Period of employment**  **From (mm/yy)**  **To (mm/yy)** | **Position/ Grade and duties** |
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**Additional Information**

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| Please include any other information that may be relevant to this application, detailing this relates to the criteria specified for this post. |
| **Additional Information cont’d** |

**Convictions / Offences**

Under the Rehabilitation of offenders (Exceptions) Order Northern Ireland, Campbell College as a place of education is included in the list of excepted employers. As such, all criminal convictions may never be regarded as spent and must be disclosed when applying for a post in the School. It is necessary therefore to ask the following questions:

Have you ever been convicted of any criminal offence? ⁮ Yes ⁮ No

Are you currently the subject of any police investigation ⁮ Yes ⁮ No

or do you have any prosecutions pending?

List below details of ALL charges, prosecutions, convictions, cautions, bind-over orders - even if they happened some time ago. You must include any minor matters, any road offences and any pending.

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*Please note that disclosure of a conviction does not necessarily debar any applicant from obtaining employment.*

**Personal Declaration**

1. I declare that all the foregoing statements are true, complete and accurate.
2. I understand that if I give wrong information, or omit important information I could be dismissed subsequent to having taken-up employment with the College.
3. I understand that I must have had satisfactory references and Access NI checks for any offer of employment.
4. I understand that I may be required to show some formal identification and evidence of qualifications.
5. I agree to the College making any necessary enquiries during the recruitment and selection process.
6. I understand that any canvassing will disqualify me from the selection process for this position.

Your signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CLOSING DATE: Wednesday, 15th December 2021 at 12.00 noon**

**Please return to: Mrs Debbie Rae, Bursar’s Secretary, Campbell College, Belmont Road, Belfast, BT4 2ND or via email to:** [**drae429@c2kni.net**](mailto:drae429@c2kni.net)

**Please ensure a monitoring questionnaire is submitted with the application**

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)

**Late applications will not be accepted**