VICTORIA COLLEGE BELFAST
(Incorporating Richmond Lodge School)
2A Cranmore Park Belfast BT9 6JA

PREPARATORY SCHOOL

APPOINTMENT OF AFTER HOURS ASSISTANT

(20* HRS/WK)

* HOURS SUBJECT TO DAILY NEED

Application Form for Non-Teaching Posts

30 APRIL 2019

Reference: Applications must be received by 15.00 on Tuesday 14 May 2019

Date and Time Received:
NOTES ON COMPLETION OF APPLICATION FORM

In order to ensure equality of opportunity for all, applicants shall note that:

- this application form must be completed either in Calibri typescript (font size 10) or in legible handwriting using black ink;
- the amount of space available in this application form for responses is the same for all applicants and the size of text boxes must not be altered in any way;
- this application form must not be altered, amended or reformatted in any way;
- additional pages, curriculum vitae, letters or other supplementary materials will not be accepted in place of, or in addition to, a completed application form (unless such documentation is specifically requested within this application form);
- all sections and parts of this application form must be completed in full; and
- any failure to comply with the precise requirements of the College will result in the rejection of an application form.

In seeking to complete this application form, applicants shall note that they are required to demonstrate by way of examples how they meet the essential eligibility criteria and where relevant, the desirable criteria, set out in the Background Information for Applicants. It is not sufficient to simply provide a list of current or previous duties and responsibilities.

It is essential that applicants demonstrate on the application form how and to what extent their experience and abilities are relevant to the position and the extent to which they satisfy each of the eligibility criteria. Failure to do so will result in an applicant not being shortlisted for interview as the Selection Panel cannot make assumptions about experience or ability in the absence of such information. The Selection Panel will also not make assumptions from the title of an existing position or the nature of an organisation as to the skills and experiences of a particular applicant.

Applicants are encouraged to read carefully the Background Information for Applicants and Job Description before completing this application form.

Applicants are reminded that they are required to complete and submit the Equal Opportunities Monitoring Form with their application.
1. PERSONAL INFORMATION

Please provide all of the personal and general details requested below, including information on your current position and confirmation of whether or not you consider yourself to be disabled. Please provide details (if applicable) of any relevant matters relating to criminal convictions or child protection.

<table>
<thead>
<tr>
<th>Personal Details</th>
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<tbody>
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<td>Title:</td>
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<td>Forename:</td>
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<td>Middle Names:</td>
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<td>Surname:</td>
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<td>Former Surname:</td>
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<tr>
<td>Address:</td>
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<tr>
<td>Post Code:</td>
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<tr>
<td>National Insurance No:</td>
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</tbody>
</table>

| Driving Licence (Y/N):   |
| Driving Licence No:      |

| Town of Birth:           |
| Country of Birth:        |
| Home Telephone No:       |
| Mobile Telephone No:     |
| Email Address:           |

<table>
<thead>
<tr>
<th>Current Employment Details</th>
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<tbody>
<tr>
<td>Job Title:</td>
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<tr>
<td>Name of Employer:</td>
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<tr>
<td>Address of Employer:</td>
</tr>
</tbody>
</table>

| Current Salary:            |
| Period of Notice:          |
| Reason for Leaving:        |
1. **PERSONAL INFORMATION**

<table>
<thead>
<tr>
<th>Rehabilitation of Offenders (Northern Ireland) Order 1978</th>
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<tbody>
<tr>
<td>Have you ever been convicted of a criminal offence (Y/N)?</td>
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<tr>
<td>If yes, please provide details below:</td>
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*Please note: Under the Rehabilitation of Offenders (NI) Order 1978 you must disclose any criminal convictions that are not regarded as spent as well as details of any spent criminal convictions where employment involves access to persons under the age of 18.*

<table>
<thead>
<tr>
<th>Protection of Children and Vulnerable Adults (Northern Ireland) Order 2003</th>
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<tbody>
<tr>
<td>Is there any reason why you would not be suitable to work with children or young people in an educational setting (Y/N)?</td>
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<td>If yes, please provide details below:</td>
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*Please Note: This position is deemed to be a regulated position under the provisions of the Protection of Children and Vulnerable Adults (Northern Ireland) Order 2003.*

<table>
<thead>
<tr>
<th>Disability Discrimination (Northern Ireland) Order 2006</th>
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<tr>
<td>Do you consider yourself to be disabled (Y/N)?</td>
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<td>If yes, please provide details of any special arrangements in relation to communications or access that you may require if invited for interview:</td>
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2. EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS

Please give details below of your post primary, further and higher education including the name of each institution attended, the month and year in which you started and finished at each institution, the examinations and subjects taken or to be taken, and the subject grades or degree classes achieved or expected. If you are currently studying for or have a qualification pending, please distinguish this clearly from completed qualifications.

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>From</th>
<th>To</th>
<th>Examination Level</th>
<th>Examination Subject</th>
<th>Grade</th>
<th>Year</th>
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Please give details below of your professional qualifications and memberships including the name of the professional body, the month and year in which you became a member, and the grade or level of your membership.

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<thead>
<tr>
<th>Name of Professional Body</th>
<th>Date</th>
<th>Membership Grade or Level</th>
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3. **EMPLOYMENT HISTORY**

*Please give details below of the positions that you have held, starting with the most recent. For each position, please state the name and address of your employer, the title of your position, the month and year in which you started and ended the position, and a brief description of your main duties and responsibilities.*

<table>
<thead>
<tr>
<th>Name and Address of Employer</th>
<th>Job Title</th>
<th>From</th>
<th>To</th>
<th>Main Duties and Responsibilities</th>
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*Please provide an explanation for any gaps in your employment history since leaving full-time education.*

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4. ESSENTIAL ELIGIBILITY CRITERIA

*Please provide evidence and demonstrate by way of examples and dates how you meet the essential eligibility criteria set out in the Background Information for Applicants. Applicants are reminded that they must set out their examples in the text boxes provided in Calibri typescript (font size 10) and that the size of the text boxes cannot be altered.*

<table>
<thead>
<tr>
<th>Knowledge of the requirements of a Classroom Assistant</th>
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<tr>
<th>A recognised qualification (see attached list)</th>
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<p>| At least 6 months’ experience of working as a Classroom Assistant or Teaching Assistant in a nursery, Primary School or Secondary School (placement accepted) |</p>
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<th>Evidence of a strong interest in supporting the individual needs of all pupils</th>
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<td>Evidence of ability to liaise effectively with parents, external agencies and other stakeholders</td>
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</table>
5. DESIRABLE CRITERIA

Please give evidence and demonstrate by way of examples and dates how you meet the desirable criteria set out in the Background Information for Applicants. Applicants are reminded that they must set out their examples in the text boxes provided in Calibri typescript (font size 10) and that the size of the text boxes cannot be altered.

<table>
<thead>
<tr>
<th>Ability to demonstrate experience in working with children with specific educational/medical needs</th>
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<table>
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<tr>
<th>Ability to demonstrate a good working relationship with a team</th>
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</table>
6. OTHER INFORMATION

Please give the names and addresses of two persons to whom reference may be made regarding your suitability for appointment to this position. At least one of the referees should be a present or previous employer who is able to comment on your suitability to work with children and young people in an educational setting (if applicable) and on your professional ability. You must secure the prior consent of the individuals nominated as referees and under no circumstances should references be submitted with this application form. Any person involved in this recruitment process cannot be nominated as a referee.

<table>
<thead>
<tr>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Referee:</td>
</tr>
<tr>
<td>Job Title:</td>
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<tr>
<td>Address:</td>
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<td>Post Code:</td>
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<tr>
<td>Email Address:</td>
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<tr>
<td>Telephone Number:</td>
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</tbody>
</table>

Please provide details of any of your hobbies and interests that may be relevant to this position.

<table>
<thead>
<tr>
<th>Hobbies and Interests</th>
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7. DECLARATION

Please read carefully the various representations and undertakings set out in the declaration below and then sign and date the declaration. Please complete and return this form to Miss Nicola Mawhinney no later than the closing time and date specified.

<table>
<thead>
<tr>
<th>Representations and Undertakings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. I have read all of the information pertaining to the position for which I am applying and I declare that the information contained in this application form is accurate and complete to the best of my knowledge and belief.</td>
</tr>
<tr>
<td>2. I understand that the information set out on this application form is covered by the provisions of the Data Protection Act 1998 and is required for the purpose of processing my application. I acknowledge that my signature is authorisation for the College to process and retain the information for the purpose stated.</td>
</tr>
<tr>
<td>3. I understand and hereby certify and agree that:</td>
</tr>
<tr>
<td>a. the provision of false information or the suppression of any material fact may result in disqualification from the recruitment process or, if appointed, in termination of employment;</td>
</tr>
<tr>
<td>b. if I am unable to provide evidence of qualifications, suitable references, or the right to live and work in the United Kingdom, then any offer of employment may be rescinded or employment terminated;</td>
</tr>
<tr>
<td>c. the direct or indirect canvassing of any governor, officer, employee or advisor of Victoria College Belfast in relation to this appointment will result in disqualification from the recruitment process;</td>
</tr>
<tr>
<td>d. under the Rehabilitation of Offenders (NI) Order 1978 any failure to disclose any convictions spent or otherwise will result in disqualification from the recruitment process and non-appointment or, if appointed, in disciplinary action and potential dismissal;</td>
</tr>
<tr>
<td>e. where the position for which I am applying requires a background or criminal records check, I hereby agree to a check being made with the Police Service of Northern Ireland to determine if there is any record of convictions, cautions or bind-over against me spent or otherwise;</td>
</tr>
<tr>
<td>f. I will inform the College of any change in my circumstances which may occur between the date of my application and any possible date of appointment;</td>
</tr>
<tr>
<td>g. I do not consider myself to suffer from any disability (physical, mental or legal) which would prevent the satisfactory discharge of the duties and responsibilities of the position for which I am applying; and</td>
</tr>
<tr>
<td>h. I understand that any appointment made may be subject to the passing of a medical examination, the provision of satisfactory references, and the successful completion of a probationary period.</td>
</tr>
</tbody>
</table>

Signature: [ ] Date: [ ]