##### PRIVATE AND CONFIDENTIAL

##### APPLICATION NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# COLERAINE GRAMMAR SCHOOL

### APPLICATION FORM

## FOR

**TEACHER OF HOME ECONOMICS and HEALTH & SOCIAL CARE**

Coleraine Grammar School

#### Please read the following carefully before completing this form

1. Please print in black ink using block letters or print completed form from computer.

2. Only applications that contain all the information that has been sought will be considered.

3. Canvassing will disqualify.

4. Completed application forms must be returned by **12 noon on Friday 26th August 2022.** Applications received after this will not be considered.

5. Completed Application Forms, **IN ELECTRONIC FORM ONLY**, must be received by The Headmaster at [info@colerainegrammar.com](mailto:info@colerainegrammar.com).

6. **Late applications will not be considered.**

Coleraine Grammar School is an Equal Opportunities Employer and welcomes applications from all sections of the community.

**1. Personal Details**

|  |  |  |
| --- | --- | --- |
| Title: | Surname: | |
| Forename(s): | | |
| Address: | | |
|  | | Postcode: |
| Telephone No. Home: | | |
| Telephone No. Work: | | |
| E mail address: | | |
| Teacher Reference No.: | | |
| Do you have a clean, current driving licence? Yes/No If No, please give details below: | | |
| Do you have access to a car? Yes/No | | |

[If there is insufficient space in any section, please use a separate sheet of paper]

###### 2. Secondary Education

|  |  |  |
| --- | --- | --- |
| Level | Subjects taken | Grade |
|  |  |  |

###### 3. Further or Higher Education

|  |  |  |  |
| --- | --- | --- | --- |
| COLLEGE/UNIVERSITY/  INSTITUTION | DATE  OBTAINED | QUALIFICATIONS | DETAILS  (e.g. class/division/subjects etc) |
|  |  |  |  |

**Note:** Applicants will be required to provide appropriate authentication of the qualifications stated.

**4. Professional Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| Awarding Body | Level of Membership | Date | Method of Entry |
|  |  |  |  |

**5. Relevant Continuing Professional Development**

|  |
| --- |
|  |

**6. Present Employment**

|  |
| --- |
| Employer: |
| Addresses: |
| Enrolment at Present School: Date of Appointment: |
| Present Post: Date of Appointment to Present Post: |
| Current Point on main pay scale: |
| Subjects presently taught and at what level: |
| Duties attached to present post: |

**7. Previous position(s) and employment experience** Please list all previous post(s), beginning with the mostrecent and giving the following information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| EMPLOYER | FROM | TO | DUTIES AND RESPONSIBILITIES | REASON FOR LEAVING |
|  |  |  |  |  |

**8.** **Essential and Desirable Criteria:** You should use this page, and if required, the next page, to demonstrate clearly how you meet the essential criteria for this post and to give further information in support of your application.

|  |
| --- |
| **Essential Criteria**   1. Be recognised as a qualified teacher by the Department of Education for Northern Ireland. 2. Hold an honours degree in Home Economics or Consumer Studies or Nutrition and Food Science or equivalent qualification which has prepared the applicant to teach Home Economics. |
| **Desirable**   1. Experience teaching GCSE Food and Nutrition and/or AS or A2 Level Nutrition and Food Science. 2. Experience teaching AS or A2 Level Health & Social Care. 3. A willingness to lead or contribute to extra-curricular activities. |

**9. Other Information:** If there are other factors which you feel would advance your application, please set out below.

|  |
| --- |
|  |

**10. References** If you are a likely candidate for employment it may be necessary to take up a confidential reference – please give details of TWO. At least one of the persons named should be someone who has knowledge of your present position and the qualifications, experience and skills that you bring to it. Relatives should not be named as referees.

|  |  |
| --- | --- |
| Name:  Designation/Occupation:  Address:  Postcode:  Telephone:  Email: | Name:  Designation/Occupation:  Address:  Postcode:  Telephone:  Email: |

Note: The Board of Governors reserves the right to contact in addition to those named above any or all of each applicant’s previous employers as well as the current employer. If any applicant wishes previous employers not be contacted before the final stages of selection, he or she must make this clear in a note included with the application form.

**11. Criminal Convictions**

|  |
| --- |
| Have you ever been convicted of a criminal offence Yes/No  or are there any charges outstanding? Yes/ No  If Yes, please give details:  Is there any reason why you cannot work with children in an Educational Setting? Yes/No  If Yes, please give details:  As an employer within the education sector, The Board of Governors of Coleraine Grammar School has a special responsibility to protect our students under the Protection of Children and Vulnerable Adults (NI) Order 2003. Applicants should note that under the Rehabilitation of Offenders (Exceptions) Order (NI) 1979 “the Exceptions Order”, posts in relation to providing schooling and other services to persons under 18, or carrying out duties on premises where persons under 18 are being provided with such services, are expressly excepted from the rights otherwise guaranteed by the Rehabilitation of Offenders Order (NI) 1978 (“the 1978 Order”). Therefore, it is imperative that applications disclose any conviction that they may have or any charges outstanding at the time of their application for the position. A security check will be performed on the successful candidate and failure to disclose convictions, spent or unspent, which are subsequently discovered may lead to disciplinary action, which may include dismissal. Any appointment by the Board of Governors of Coleraine Grammar School will be subject to this security check not finding anything that would prevent an individual working with children or vulnerable adults. Any information given will be treated as strictly confidential and will be considered only in relation to the application for this position for which such an exemption is appropriate. |

**12. Declaration**

|  |
| --- |
| **Note:** Apart from the purposes of this process, other than as stated in the declaration below, this information will not be disclosed to a third party unless required to do so by law.  **Warning:** Any applicant found to have knowingly given false or inaccurate information or to have wilfully failed to disclose any relevant fact, will be excluded from the recruitment process or, if appointed, may be subject to disciplinary action which may include dismissal.  Canvassing will disqualify.  **Declaration:** I give Coleraine Grammar School the right to investigate all references and to secure additional information about me, provided it is related to my application for this post. I hereby release from liability the School and its representatives for seeking such information.  I have read and understood the requirements and particulars of the appointment which have been supplied to me.  I consent to my doctor being approached for further information, including medical reports, if the School considers it necessary.  Signature of Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: |

EQUAL OPPORTUNITIES MONITORING - CONFIDENTIAL

**Please read the notes below before completion**

1. **SEX** MALE FEMALE

2. **AGE** - Age: Date of Birth: Place of Birth:

3. **MARITAL STATUS**

SINGLE MARRIED DIVORCED

WIDOWED OTHER (Please state) ………………………………………..

4. **DISABILITY**

Disability is defined as physical or mental impairment which has a substantial and long-term adverse effect on the individual’s ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability? YES NO

If yes, please indicate the nature of your disability by ticking the appropriate box(es).

1. MOBILITY 5. DEXTERITY/CO-ORDINATION

2. VISION 6. PSYCHIATRIC/MENTAL

3. HEARING 7. LEARNING

4. SPEECH 8. OTHER (Please specify) ……………………………

5. **RACE/ETHNIC ORIGIN**

1. WHITE 6. BLACK CARIBBEAN

2. CHINESE 7. BLACK AFRICAN

3. IRISH TRAVELLER 8. MIXED ETHNIC GROUP

4. PAKISTANI/BANGLADESHI 9. OTHER

5. INDIAN Please specify ………………………………..

6. **NATIONALITY**

Please specify:

7. **RELIGION** Please indicate the community to which you belong by ticking the appropriate box below.

I am a member of the Protestant community

I am a member of the Roman Catholic community

I am a member of neither the Protestant nor the Roman Catholic community

**Thank you for your assistance.**

Coleraine Grammar School is committed to equality of opportunity for all job applicants regardless of their gender, marital status, sexual orientation, religious belief, political opinion, racial group, age or disability.

The School selects those eligible and suitable for employment and advancement solely on the basis of merit and is monitoring its activities to ensure that its equal opportunities policy is implemented effectively.

The monitoring activities compare the recruitment and career progression of job applicants on the basis of sex, marital status, disability, race, age and religion.

In addition, the Fair employment and Treatment Order (Northern Ireland) 1998 places a legal obligation on the School to monitor the community background of all job applicants. The School must provide the Equality Commission with an annual ‘monitoring return’ showing, in statistical summaries, the composition of applicants for employment.

The Fair Employment (Monitoring) Regulations (Northern Ireland) 1999 prescribe the principal method of determining the community to which applicants belong as the direct question. Where an applicant fails to complete the question, the School is obliged in accordance with the Fair Employment Code of Practice, to use the residual method which means that a determination will be made on the basis of personal information on the applicant’s form.

This information will be treated as confidential and will be held on a secure system which is strictly controlled.

Monitoring will involve the use of statistical summaries of information in which the identity of individuals will not appear. The information will not be available for any other purpose other than equal opportunities monitoring except where it is specifically requested by a statutory body.

It should be noted that it is an offence, under the Fair Employment and Treatment (NI) Order 1998, to give false information to an employer who is seeking information from job applicants.