***St Michael’s College, Enniskillen***



**APPLICATION FORM**

**POST OF:**

**Head of Construction**

**with Technology & Design to A’Level and BTEC Level 3 Engineering**

 **(Full-time, Permanent)**

*Teaching Allowance: 1*

***ST MICHAEL’S COLLEGE***

***ENNISKILLEN***

*Please complete in full in black ink or typescript. All questions must be answered.*

*No additional information pages or C.V. will be accepted.*

**APPLICATION FOR THE POST OF:**

**Post: Head of Construction with Technology & Design to A’Level and BTEC Level 3 Engineering**

**1. PERSONAL DETAILS**

 TITLE: (Mr/Mrs/Miss/Ms/Dr/Br/Sr) \_\_\_\_\_\_\_\_\_\_\_ SURNAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 FORENAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 TR NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NAT INS NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GTC NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (General Teaching Council NI)

 HOME ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 HOME TEL NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WORK TEL NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 MOBILE NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 TERM TIME ADDRESS (if different from above): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Any correspondence should be sent to: Home Address 🞏 Term Time Address 🞏

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| **2. EDUCATIONAL QUALIFICATIONS** |
| School/College/University | From(dd/mm/yy) | To(dd/mm/yy) | Qualifications obtained and grades/class (commencing with A-levels or equivalent).Include main degree subject and any subsidiary subject(s). |
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| **3. TEACHING EXPERIENCE** (Beginning with most recent post) |
| Name & Address of School | Date of Appointment From To(dd/mm/yy) (dd/mm/yy)  | Post Held: Specify subjects taught and to what level (all gaps in employment must be accounted for). Give reason for leaving. Indicate teaching practice experience where appropriate. |
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| **4. INSERVICE TRAINING** (Please include any relevant course(s) you have attended in the last 5 years whether as a participant or a leader). |  From: |  To: |
|  |  |  |

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| **5. R.E. QUALIFICATIONS**Do you hold a recognised Catholic Teachers’ Certificate in Religious Education? Yes No |
| **6. TEACHING ALLOWANCES** |
| Responsibility position held(indicate main duties) |  Date of Award From To  |
|  |  |  |
| Number of Teaching Allowances currently held: |

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| **7. NON TEACHING EXPERIENCE.** (All gaps in employment must be accounted for) |
| Name & Address of Employer | Date of Appointment From To(dd/mm/yy) (dd/mm/yy) | Post held and Main Duties | Reason for leaving |
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| **8. SOCIAL, CULTURAL OR OTHER INTERESTS.** (Include voluntary work and any other special skills you have developed which may be relevant to this post) |
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| **9**. **EXTRA CURRICULAR ACTIVITIES.** (Outline any extra curricular activities in which you are involved or would like to promote). |
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| **10. ADDITIONAL INFORMATION** (Please complete in support of your application, addressing issues you regard as relevant to the post as described on the job description and in the details outlined in the advertisement).   |
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| **11. REFERENCES**Please give names, addresses, occupations and telephone numbers of two persons willing to give references. One of these references should be from the Principal of your current/most recent permanent teaching position. If you have not previously held a permanent teaching position then a person should be named who would be able to comment on your professionalism. Prior consent must be obtained from referees.  |
| 1. Professional Referee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name)Occupation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Home Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Work Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Please ensure that you supply a current email address) | 2. Character Referee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name)Occupation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Home Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Work Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Please ensure that you supply a current email address) |
|  ***N.B. REFERENCES MUST NOT BE SUBMITTED WITH THIS APPLICATION FORM*** |
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| **12. SAFEGUARDING VULNERABLE GROUPS (NI) ORDER 2007**The protection of children and vulnerable adults (NI) Order 2007 aims to improve existing safeguards for children and vulnerable adults by preventing unsuitable people from working with them in paid or voluntary positions. Appointments to this College will be made using these guidelines relating to children and young people in an educational setting. |
| **13. CRIMINAL RECORD DETAILS** *Please ensure you complete this section carefully*.N.B. The School has a responsibility to check whether persons who apply for teaching posts have a criminal record. In order for the School to fulfill this responsibility, you are required on this form to declare any criminal convictions you may have. This post is exempt from the provisions of the Rehabilitation of Offenders (Exceptions) Order 1979 which means you are not entitled to withhold information about convictions. It is important to note therefore that all bindovers, cautions or convictions must be declared including those otherwise considered as ‘spent’. The fact that a person has a criminal record does not automatically render him or her unsuitable for the post. You should be advised that the above includes Driving Offences and Absolute Discharges. A candidate found to have failed to declare any of the above will be liable to disqualification or if appointed to dismissal. Any information given will be completely confidential.Have you been convicted in a court of law of any criminal offence? Yes NoIf yes, please give details (including nature of offence(s), sentence(s) and dates). |
| **Your completion of this application form and signature below will be taken as consent to allowing St Michael’s College to conduct a Criminal Records checking process with AccessNI.****DECLARATION**(a) I have read and accept the Aims of St Michael’s College.(b) The foregoing particulars are complete and correct to the best of my knowledge and belief.(c) I have not canvassed any member of the Board of Governors of St Michael’s College.(d) I am not suffering from any illness or disability which would prevent me from carrying out the duties of this post.Usual signature of Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_A candidate found to have knowingly given false information, or to have suppressed any material fact, will be liable to disqualification, or if appointed, to dismissal.This form should be returned by email for the attention of Appointments Administrator to info@stmichaels.enniskillen.ni.sch.uk by no later than **12 Noon on Thursday 17th June 2021**.***Please note that criteria, including all qualifications, experience and secondary subjects may be enhanced to facilitate shortlisting.*** |

*For Office Use Only Received: Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_*\_\_\_\_\_