**ST COLMCILLE’S PRE-SCHOOL**

**191 Upper Newtownards Road**

**Belfast BT4 3JB**

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| **Please complete this form in BLOCK LETTERS and return it on or before the closing date that was specified in the advertisement. Late applications will not be considered. Do not attach a separate CV to this form as it will not be considered.** |
| **POST APPLIED FOR:** |

**YOUR NAME AND CONTACT DETAILS**

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| **Full name** |  |
| **Address** |  |
| **Post Code** |  |
| **E-mail address** |  |
| **Telephone number(s)** |  |
| **National Insurance Number** |  |

**Please state previous address if you have lived less than 3 years at your present address:**

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?

No

Yes

If yes please give details:

If you are successful in your application, would you require a work permit prior to taking up employment?

No

Yes

**Qualifications**

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| --- | --- | --- |
| **Level**  (e.g. GCSE / Degree) | **Subject / name of course** | **Grade attained** |
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**Personal Development**

Give details of any personal development, including any courses or responsibilities that you consider relevant to the post and outcomes if applicable

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| **Details of courses or responsibilities** | **Outcomes Achieved** | **Organised by/date** |
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**Membership of Professional Bodies**

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| **Name of professional body** | **Grade of membership** |
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**Employment History**

**Number of years you have worked in a formal early years setting: \_\_\_\_\_\_\_\_\_** Years

**List your previous employers in reverse order, starting with your current or last employer.**

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| --- | --- | --- | --- |
| **Employer’s name & address** | **Dates of employment** | **Job title & main duties** | **Reason for leaving** |
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*Provide details of notice period if currently employed: \_\_\_\_\_\_\_\_\_\_*

**How Do You Meet The Job Criteria For This Post?**

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| Explain how you satisfy the essential and desirable criteria for this post. These are listed in the personnel specification for the post.  Provide detail of qualifications held or being worked towards: |
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| Provide details of one years’ paid experience (in the last five) of working in an early years setting |
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| Demonstrate an understanding of the skills required for this position, including for example; the preschool curriculum, planning and observation (refer to job specification), child development, safeguarding and child protection etc. |
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| Provide details of any voluntary work, interests, hobbies and special skills you may have |
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**Disability**

Section 1 of the Disability Discrimination Act 1995 describes a disabled person as a person with a ‘physical or mental impairment which has a substantial or long-term affect on his/her ability to carry out normal day-to-day activities’.

Using this definition, would you consider yourself to be disabled? Yes No

**SPECIAL REQUIREMENTS**

Please inform us about any special arrangements or adjustments that you may need us to put in place for you in the event that we invite you to interview. This will help us to help you. If, instead, you would prefer to discuss this with us, please telephone *[insert name of relevant person and contact number]* as soon as possible.

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Please supply the name and addresses of two referees. Where appropriate at least one must be from your present or last employment. (A reference will not be sought from your present employer without consent).

|  |  |
| --- | --- |
| Name: | Name: |
| Address: | Address: |
| Telephone Number: | Telephone Number: |
| Email address: | Email address: |
| Occupation/Job Title: | Occupation/Job Title: |

I certify that all particulars are true and correct to the best of my knowledge and belief. If relevant facts have been wilfully suppressed the employer may terminate my contract or any offer of employment may be withdrawn.

I agree if short-listed for interview or if considered suitable for appointment, the employer can request relevant information from Access NI and the Police.

Signed: Date:

**Guide to filling in the application form**

Before you fill in your application, you should read this guidance leaflet. The information you include in your application is the only information that we will use to decide whether you will be shortlisted for an interview. We will not take into account any previous applications that you have sent us or anything that we already know about you. It is important you take your time to fill in the application as fully and as accurately as possible in black ink.

Read all the information about the job (the covering letter, advertisement, job description, person specification). Fill in all parts of the application form. If some parts do not apply to you, write N/A (not applicable) in the spaces provided. Tell us about any education and training that you have received, as well as any relevant experience in your present or previous jobs. If you have any work experience, tell us about the skills and knowledge you have gained from that too.

**Job requirements**

Every job is based on a ‘job description’, ‘person specification’. The job description lists the main duties and responsibilities of the post; the person specification outlines the skills, knowledge, abilities, experience, qualifications and so on, that you will need for the job.

**We will assess your application against the person specification.**

**Supporting statement.**

Do not ignore the supporting statement section of the form. It is an important part of the application form because you can tell us about your skills, knowledge, abilities, experience and qualifications. Your supporting statement should only relate to the person specification and not to the main responsibilities. You should list every point of the person specification (essential and desirable), and next to each point give a specific example which shows that you have the required skills, experience, knowledge etc and how you have used them. You should describe what you can do and how you have done it in your current or previous job(s).

e.g. for the essential skill- Ability to record and pass on information accurately a suitable description could be something like: ‘*as part of my role, I meet with other members of the staff team weekly to review plans and monthly to review each child’s individual progress against the curriculum. I record progress and produce reports for parents/carers twice a year’*.

A description such as: ‘*I write reports’* is not suitable because it does not give enough information to demonstrate that you have the necessary experience or skills.

Make sure the information you give us is clear, precise and easy to understand. You may continue your supporting statement on one additional A4 page.

**Disclosure of criminal convictions**

Given the nature of the job for which you are applying, and the fact that, it involves close work with children, the Rehabilitation of Offenders Order does not apply and you are expected to declare any spent convictions. However, having previous convictions may not affect your application. Any information given will be treated as strictly confidential and will be considered only in relation to this application.

Please circle the appropriate answer Yes or No

1. Have you ever been convicted of a criminal offence (including motoring offences)? Yes or No

2. Are there any cases pending against you? Yes or No

3. Have you any spent convictions? Yes or No

If you have answered yes to any of the above questions please give details below which you feel may be of relevance, such as:

* The circumstances of the offence
* A comment on the sentence received
* Any relevant development in your situation since then
* Whether or not you feel the conviction has relevance to this post

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**Note** - convictions do not necessarily debar an applicant from obtaining employment.

**MONITORING OF EQUALITY OF OPPORTUNITY**

We are an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, gender reassignment, sexual orientation, marriage, religious belief, political opinion, disability, race, ethnic origin or age. You are therefore asked to complete this monitoring form. Access to this will be strictly controlled and will not be available to those considering your application for employment.

**The monitoring form should be submitted in a separate envelope with “Monitoring form private and confidential” written on it**

**Gender** (please tick one)



Male Female

**Ethnic Background** (please tick one)















Bangladeshi Indian



Black African Irish Traveller



Black Pakistani



Black Other White Other



Chinese White European Community



Caribbean Other

**Employment** (please tick one)

Full-time

Part-time

Student/trainee

**Perceived Religious Affiliation** (please tick one)

I am a member of the Roman Catholic Community

I am a member of the Protestant Community

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