

### Application Form

**ASSISTANT TEACHER (Key Stage 2 initially+)**  
**Oakwood Integrated Primary School**

Closing date for receipt of completed applications: Wednesday 27<sup>th</sup> February 2019 by 12 noon

**PERSONAL DETAILS**

Surname..... Forename(s).....

Teacher Ref No..... GTC Reg No.....

Have you successfully completed probation/induction? Yes/No Date of completion .....

Have you successfully completed Early Professional Development? Yes/No/NA

Date of completion ..... National Insurance No .....

Home Address ..... Telephone No(s) .....

..... Home .....

Post Code ..... Work .....

**PRESENT POSITION**

TEACHER OF ..... Date Appointed .....

School/College (Name &amp; Type) .....

Single Sex or Mixed ..... Age Range .....

Number on Roll (total) ..... Number 16+ .....  
(if applicable)

Salary Scale/Group ..... Salary £ .....

Name of Employer (with address) .....

.....

**PRESENT POSITION** (continued from page 1)

Subjects/Classes taught since appointment .....

.....

Areas of Responsibility .....

Notice required to terminate present employment .....

Temporary/Permanent/ F/T / P/T .....

Promotion Allowance/Responsibility Points .....

**EDUCATION AND QUALIFICATIONS**

**A** Secondary Education (Names of Schools/Colleges not required)

From	To	Qualification Obtained (Please indicate Level, Subject/Grades)

**B** Further, Higher and Professional Education

Name of Institution	From	To	Qualification Obtained (Please indicate Level, Class Subject (s), Grades)

**In summary, please confirm your overall length of teaching experience:**

Number of years' full-time experience, Key Stages and school type (e.g. Primary, etc.)

Number of years' part-time experience, Key Stages, including hours per week and school type:

Where experience is of a supply nature, you should indicate, as far as possible, the number of days worked in each school year:

Are you in receipt of a pension from the Department of Education or other pension provider?

Yes  No

If yes, please state reason.

**IN-SERVICE TRAINING:** Please list courses (duration greater than 1 day) attended over the last five years.

Dates of Course	Length of Course	Details of Course	Provider

**ANY OTHER RELEVANT EMPLOYMENT**

Employer	Nature of Employment	From	To

Please demonstrate, with examples, how your experience and qualifications fulfil the **essential** and **enhanced** criteria for this post as listed on the person specification. (*please continue on a separate sheet if needed*)

**CHILD PROTECTION**

Please note this post may be a 'regulated position' as defined under Safeguarding Vulnerable Groups (NI) Order 2007

Is there any reason as to why you would not be suitable to work with children/young people in an educational institution?

Please provide information below to explain any gaps in your employment history.

**If you are already registered with the Independent Safeguarding Authority please provide your 16 digit number \_\_\_\_\_**

**REFERENCES**

Three referees should be supplied, one should be your present/previous employer and one from your last post where you were working with children or young people; these may be different people depending on your experience. Testimonials should not be submitted. Please indicate two referees who may be contacted prior to interview. References should not be supplied by relatives.

Name	Occupational Position	Address	Telephone Number	Contact prior to interview Yes/No

**HEALTH**

Whether you have been in employment or not, on how many days and occasions over the past 2 years have you been unfit for work.

FROM	TO	NUMBER OF DAYS	REASONS FOR ABSENCE
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Please give details of any illness you suffer from or have suffered from which could affect your capacity to work.

Do you have any particular requirements to enable you to attend interview?      Yes/No

If yes, please provide details: .....  
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## APPLICANT DECLARATION

### Please tick to confirm

- I have read the Terms and Conditions of Appointment relating to the position. I declare that I have not canvassed in any way and that the information contained in this form is true and accurate. I understand that canvassing and/or falsification of information could result in disqualification or dismissal.
- I understand that this post is (or may be) exempt for the provisions of the Rehabilitation of Offenders (NI) Order 1978. In the event of my application being successful, I consent to a check being made by Access NI, a single history disclosure body, to determine if there is any record of criminal convictions, pending prosecutions, cautions or bind-over orders against me.
- I understand that by completing this declaration I am indicating my authorisation for the principal, on behalf of Board of Governors of Oakwood IPS, to approach my current/most recent employer for a reference in the event of my being recommended for appointment.
- I understand that the information on this form is required by the Board of Governors of Oakwood IPS for the purposes of processing my application. Thus information is covered by the provisions of the Data Protection Act 1998 (as amended) and the General Data Protection Regulation (GDPR).

<b>Signature</b>		<b>Date</b>	
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Please complete and return this form, together with the Equal Opportunities Questionnaire, to the school address below.

### **Principal**

Oakwood Integrated Primary School  
48 The Cutts  
Derrriaghy  
Belfast  
BT17 9HN

**Closing date is Wednesday 27<sup>th</sup> February 2019 at 12 noon.**

**Curriculum Vitae, Email, Fax and late submissions will not be accepted**