

MEMBERSHIP OF PROFESSIONAL BODIES	Name of Professional Body	Qualification/Membership Status (please indicate if obtained by examination)	Date Obtained

Please give details of employment in chronological reverse order starting with current position

EMPLOYMENT HISTORY	Name and address of employer	Post held (detail if more than one in same employment)	Annual salary/ Weekly wage	Dates	
				From	To

Indicate reasons for wishing to leave current post

What notice is required to terminate your present employment?

If appointed, when could you commence work?

May we ask your present and past employers for a reference if required? YES NO

SUITABILITY

Please outline below how you feel you meet the **criteria** listed in the Personnel Specification.

Ensure that your information fits inside the boxes provided on this form.

ESSENTIAL: Education and Qualifications

Hold a recognised computer or network qualification at NVQ Level 4 or equivalent or equivalent experience.

Minimum of 5 GCSEs (grades A*-C) or equivalent, including English and Mathematics.

ESSENTIAL: Relevant Experience

At least one years' experience working in ICT role, preferably one which has involved providing ICT support in a post-primary school.

Extensive knowledge and experience of PC, server hardware and software, curriculum software etc

Experience of application of Data Protection requirements.

ESSENTIAL: Knowledge and Skills

Knowledge of PC, server hardware and software;

Knowledge of curriculum software - standalone and network, ILS (Integrated Learning Systems)

Meet tight deadlines and quality thresholds, work quickly and accurately under pressure;

Supervise personnel;

Excellent interpersonal communication and analytical skills;

Ability to work on own initiative.

DESIRABLE: Education and Qualifications

Hold a degree level qualification in a relevant discipline.

DESIRABLE: Experience in Given Area

A demonstrable working knowledge of C2K systems.

Previous experience of working in an ICT capacity in an educational setting.

CHILD PROTECTION

Please note that this post may be a 'regulated position' as defined under POCVA (NI) Order 2003. Is there any reason as to why you would not be suitable to work with children/young people in an educational institution? YES NO

If 'Yes' please provide reason

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

REFERENCES

The names of two referees should be supplied. They may be from your school, college or employment, at least one should be from your current/most recent employer. References should not be supplied by relatives. Testimonials should not be submitted.

Referee 1	Referee 2
Name	Name
Organisation	Organisation
Position	Position
Address	Address
Email	Email
Telephone	Telephone
Contact prior to interview? YES <input type="checkbox"/> NO <input type="checkbox"/>	Contact prior to interview? YES <input type="checkbox"/> NO <input type="checkbox"/>

DECLARATION

DECLARATION (Canvassing/Declaration/Consent/Data Protection)

I hereby certify and declare that:

- (a) I declare that I have not canvassed in any way and that the information contained in this form is true and accurate.
- (b) I understand this post is exempt from the provisions of the Rehabilitation of Offenders (NI) Order of 1978 by virtue of the Rehabilitation of Offenders (Exemptions) (NI) order of 1979 and (Exemptions Amendment) Order (Northern Ireland) 1987. In the event of my application being successful, I consent to a check being made with the Police Service for Northern Ireland to determine if there is any record of convictions, cautions or bind-overs against me.
- (c) The information on this form and equal opportunity questionnaire is required by the College for the purpose of processing your application. The information is covered by the provisions of the Data Protection Act 1998. Your signature to this form is deemed to be authorisation by you to allow the College to process and retain the information for the purpose(s) stated.

Signed _____ Date _____

OUR ADDRESS

Please return all completed information to:

FAO Human Resources Department
 Hazelwood Integrated College
 70 Whitewell Road
 Newtownabbey
 Co. Antrim
 BT36 7ES
 Telephone: 028 9077 4202
 Email: hrdept@hazelwood.belfast.ni.sch.uk

Please don't forget to download, print out and fill in the *Equal Opportunities Monitoring Form* and include it with your application.

Fax: 028 9077 7989
 Website: www.hazelwoodcollege.co.uk