

Ref: _____

Please complete all sections in black ink.
Information will be treated as confidential.



APPLICATION FOR EMPLOYMENT

POST: Lunchtime Supervisor

| | |
|---|-------------------|
| Surname | Forename(s) |
| Present Address | |
| Postcode | |
| Telephone (home) | (work) |
| (mobile) | (email) |
| Do you hold a current, clean driving licence YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| PSV licence YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| HGV licence YES <input type="checkbox"/> NO <input type="checkbox"/> | |

PERSONAL DETAILS

| SECOND LEVEL EDUCATION (Name of school/college not required. Documentary evidence of qualifications will be required from the successful candidate.) | | |
|--|------------------------------|-------|
| Level of Examination | Subject obtained/to be taken | Grade |
| | | |
| | | |
| | | |

EDUCATION & QUALIFICATIONS

| FURTHER, HIGHER AND PROFESSIONAL EDUCATION | | |
|--|----------|---|
| University or College attended | Subjects | Qualifications obtained with classification |
| | | |
| | | |

EDUCATIONAL QUALIFICATIONS



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

Applicants are invited to include a supplementary sheet giving the duties and responsibilities of the posts held and any other information they consider relevant to the application including qualities they would bring to the post.

EMPLOYMENT HISTORY

| Name and address of employer | Post held (detail if more than one in same employment) | Annual salary/ Weekly wage | Dates | |
|------------------------------|---|-------------------------------|-------|----|
| | | | From | To |
| | | | | |
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Indicate reasons for wishing to leave current post

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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

Please outline below how you feel you meet the desirable criteria listed below. (You may continue on one side of an additional A4 sheet if necessary.)

DESIRABLE: Relevant Experience

- Experience of working with, or supervising children

DESIRABLE: Knowledge

- Requirements of a supervisory assistant
- Child protection and safeguarding relevant to the role
- Health & Safety regulations relevant to the role

DESIRABLE: Personal Qualities/Interpersonal Skills

- Effective communication and interpersonal skills, including the ability to communicate and take instruction
- Ability to use own initiative
- Ability to work individually and as part of a team
- Flexible approach to work, and willing to carry out instruction



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.

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.....
.....

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

Name

Organisation

Position

Address

.....

.....

Telephone

Contact prior to interview? YES/NO

Referee 2

Name

Organisation

Position

Address

.....

.....

Telephone

Contact prior to interview? YES/NO

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 Manager
Hazelwood Integrated College
70 Whitewell Road
Newtownabbey
Co. Antrim
BT36 7ES

Telephone: 028 9077 4202

Email: info@hazelwood.belfast.ni.sch.uk

Fax: 028 9077 7989

Website: www.hazelwoodcollege.co.uk

