

Ref: \_\_\_\_\_

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

**HAZELWOOD**  
INTEGRATED COLLEGE



## APPLICATION FOR EMPLOYMENT

### POST: Clerical Officer (Term-time)

|                                     |                   |                  |
|-------------------------------------|-------------------|------------------|
| Surname .....                       | Forename(s) ..... | PERSONAL DETAILS |
| Present Address<br>.....            |                   |                  |
| Postcode .....                      |                   |                  |
| Telephone (home) ..... (work) ..... |                   |                  |
| (mobile) ..... (email) .....        |                   |                  |

| SECOND LEVEL EDUCATION (name of school/college not required) |                              |       | EDUCATION & QUALIFICATIONS |
|--------------------------------------------------------------|------------------------------|-------|----------------------------|
| Level of Examination                                         | Subject obtained/to be taken | Grade |                            |
|                                                              |                              |       |                            |

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

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

| EMPLOYMENT HISTORY                                                                                                                                                                                                                                                                                                                                                                                                  | Please give details of employment in chronological reverse order starting with current position |                                                          |                               |       |    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|----------------------------------------------------------|-------------------------------|-------|----|
|                                                                                                                                                                                                                                                                                                                                                                                                                     | Name and address of employer                                                                    | Post held<br>(detail if more than on in same employment) | Annual salary/<br>Weekly wage | Dates |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                 |                                                          |                               | From  | To |
|                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                 |                                                          |                               |       |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                 |                                                          |                               |       |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                 |                                                          |                               |       |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                 |                                                          |                               |       |    |
| <p>Indicate reasons for wishing to leave current post</p> <div style="border: 1px solid black; height: 50px; width: 100%;"></div> <p>What notice is required to terminate your present employment? .....</p> <p>If appointed, when could you commence work? .....</p> <p>May we ask your present and past employers for a reference if required?    YES <input type="checkbox"/>    NO <input type="checkbox"/></p> |                                                                                                 |                                                          |                               |       |    |

## 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: Qualifications & Experience**

Minimum of five GCSE passes (Grades A\*–C) including English Language and Mathematics, or equivalent or higher-level qualifications  
**OR** have a minimum of three years' demonstrable experience in an administrative/ clerical role.

### **ESSENTIAL: Skills & Abilities**

Evidence of proficiency in the use of computer packages, to include use of Microsoft Word, Excel, PowerPoint and Outlook.

### **DESIRABLE: Experience**

Have previous experience of working in an administrative role within a school environment.

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.

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

Email

Telephone

Contact prior to interview? YES ☐ NO ☐

#### Referee 2

Name

Organisation

Position

Address

Email

Telephone

Contact prior to interview? YES ☐ NO ☐

#### 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 \_\_\_\_\_

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.

**Shortlisted candidates will be notified via email**

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