

***For office use only***

*Ref: 2021/Pre-Prep GenAs/…..*

**THE WALLACE HIGH SCHOOL**

**Application Form**

Post Applied for: **Temporary** **Pre Prep General Assistant [1 Year until 30 June 2022]**

Closing Date: **12.00 noon on Monday 20 September 2021**

***Please do not attach additional sheets to this form.***

***Please complete the form in size 12 font.***

***It is preferred that application forms are emailed in Word format to*** [recruit@wallacehigh.net](mailto:recruit@wallacehigh.net)

***An acknowledgement will be sent by return of email.***

***If shortlisted, you will be asked to sign the printed application form at the interview, and present a form of identification.***

***Please note that the last page is the Equal Opportunities Form, which will be detached from the application form to ensure confidentiality.***

**Section 1: Personal Information**

|  |  |
| --- | --- |
| Full Name: |  |
| Maiden Name (if applicable): |  |
| Address (including postcode): |  |
| Email Address: |  |
| Contact Telephone Number/s  (inc. STD code): |  |
| Date of Birth: |  |
| National Insurance No: |  |

**Section 2: Details of Present Employment**

|  |  |
| --- | --- |
| Name and address of present employer: |  |
| Post held: |  |
| Salary: |  |
| Main Duties: |  |
| Notice required to terminate present employment: |  |

**Section 3: Previous employment (beginning with most recent)**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer | Dates of Service | | Reason for leaving |
|  | From | To |  |
|  |  |  |  |

If possible, please explain any gaps in your employment history:

**Section 4: Education**

|  |  |  |
| --- | --- | --- |
| **Please list below your A Level or equivalent, degree and postgraduate qualifications, grades or levels and the dates awarded.** | | |
| **Qualification** | **Grade/Level**  **(if appropriate)** | **Date Awarded** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Section 5: References**

Please provide two references. One reference should be your current employer or Principal.

*Reference 1 Reference 2*

|  |  |
| --- | --- |
| Name: | Name: |
| Position: | Position: |
| Organisation: | Organisation: |
|  |  |
| Telephone Number: | Telephone Number: |
| Email: | Email: |

**Section 6: Meeting the Criteria**

Please indicate below or demonstrate through specific examples how you meet the following criteria which are either essential or desirable (if not met please leave blank)

NB. In the event of Governors receiving a large number of applications they reserve the right to enhance the criteria

**ESSENTIAL CRITERIA**

**Qualifications, Training, Knowledge**

Hold an appropriate child care qualification that enables the candidate to work as a classroom assistant in a pre-school setting.

*For further information please see Acceptable Qualifications for the Early Years, School Age Childcare Childminding Sectors and Home Childcarers in Northern Ireland* <http://childcarepartnerships.hscni.net/wp-content/uploads/2020/06/Qualification-List-Last-Updated-04.06.2020-JA.pdf>

It is the responsibility of the applicant to clearly state their qualifications that enable them to take up this post.

**DESIRABLE CRITERIA**

**Qualifications, Training, Knowledge**

1. Previous experience of working in a pre-school, day nursery or similar setting, in a voluntary or paid capacity within the last three years.

2. Hold a qualification in paediatric first aid

1. Minimum of GCSE English and Mathematics at Grade C or higher

**Section 7: Criminal Offences**

|  |
| --- |
| If applicable, please give details of any convictions, cautions or bind-overs from criminal offences (including nature of offence and sentence).  ………………………………………………………………………………………………………………………………………………………………….. |

**Section 8: Health**

|  |
| --- |
| Please state the number of working days lost through illness in the last 12 months ……………..  If more than 10 days, please give details of illness and duration.  ………………………………………………………………………………………………………………………………………………………………….  …………………………………………………………………………………………………………………………………………………………………. |

**Section 9: Disability/special arrangements**

|  |
| --- |
| Do you have any disability which would require special arrangements to be made if called for interview? Yes/No  If yes please specify assistance required.  ……………………………………………………………………………………………………………………………………………………………… |

**Section 10: Data Protection Statement**

|  |
| --- |
| The information on this form is required by the school for the purpose of administering the provision of education. The information is covered by the provisions of the Data Protection Act 1998. Your signature to the form is deemed to be an authorisation by you to allow the school to process and retain the information for the purposes(s) stated. |

**Section 11: Declaration**

|  |
| --- |
| I certify that the information supplied by me in this application is correct to the best of my knowledge. I understand that prior to an appointment being confirmed, a criminal records check will be made on me for the purposes of fulfilling the requirements of the DENI Circulars 2006/06 “Child Protection: Recruitment of People to work with Children and Young People in Educational Settings” and 2008/03 “Child Protection: Pre-Employment checking of persons to work in schools – new arrangements”. I give my permission for this to be done.  **Signature: ………………………………. Date: ……………………………….** |

**PLEASE COMPLETE FORM ON LAST PAGE**



The Wallace High School

**Fair Employment and Treatment (NI) Order 1998**

**EQUAL OPPORTUNITY STATEMENT TO ALL EMPLOYEES**

The policy of the Board of Governors is to provide equal opportunities for all job applicants and employees.

All appointments and promotions are made on merit. The School does not directly or indirectly discriminate on grounds of religious belief, political opinion, race, gender, sexuality, marital status or disability.

To ensure that selection procedures are consistent and seen to be fair by all employees and job applicants, job descriptions and personnel specifications are used; the main duties and necessary requirements for any vacant post are clearly defined.

All vacancies are advertised. All applicants for non-teaching posts are initially required to complete an application form which, where applicable, is accompanied by a request for a voluntary unsigned statement on community background for the collection of equal-opportunity data. This request form is not included as part of the formal application but is retained separately and has no influence on any employment decision. Where short-listing is appropriate to the filling of the vacancy, interviews are offered on the basis of job-related criteria; written assessments, with reasons for acceptance or rejection, are retained for a period of one year on each individual interviewed.

The School maintains a neutral working environment in which no employee, pupil or visitor should feel embarrassed, threatened or intimidated because of his/her religious belief, political opinion, race, gender, sexuality, marital status or disability. The display by an employee or pupil of flags, emblems, posters or graffiti or the circulation of any material or any activity whatsoever likely to give offence or cause apprehension among particular groups is therefore prohibited. All members of the school, staff and pupils alike, are expected to contribute positively to the maintenance of good community relations. Employment contracts make clear that any break of equal-opportunity practice is regarded as a disciplinary offence.

The Board commits itself to keep under review the operation of its equal-opportunity policy, as specified in Article 55 of the Order, to take account of changing circumstances, adopting, where necessary, appropriate affirmative action measures to ensure the provision of equality of opportunity and fair participation for all sections of the community.

**Deborah O’Hare (Mrs)**

**Principal**

(Responsible under the above legislation for Equal Opportunity Policy)



***For office use only***

*Ref: 2021/Pre-Prep GenAs/…..*

The Wallace High School

**PRIVATE AND CONFIDENTIAL**

To All Applicants

We are an Equal Opportunities employer and we welcome applicants regardless of religious belief, political opinion, gender, sexuality, marital status or disability.

Under the Fair Employment and Treatment (NI) Order 1998, and in accordance with our own Equal Opportunity policy, we are asking you to indicate the community to which you belong by ticking the appropriate box below.

(You may copy and paste this tick in the appropriate area: ✓)

🞏 I am a member of the Protestant community

🞏 I am a member of the Roman Catholic community

🞏 I am a member of neither the Protestant nor the Roman Catholic community.

Please tick the appropriate box

🞏 Male 🞏 Female

THE INFORMATION YOU HAVE GIVEN WILL NOT BE INCLUDED AS PART OF YOUR APPLICATION. IT WILL BE RETAINED SEPARATELY AND WILL NOT BE USED AS THE BASIS FOR ANY EMPLOYMENT DECISION. PLEASE DO NOT SIGN THIS SHEET.

Note: While it is not compulsory for you to answer the above questions, we would stress that it is a criminal offence under the legislation for a person to ‘give false information in connection with the preparation of a monitoring return’.

**Thank you for your cooperation.**