

**BALLYMENA ACADEMY**  
**APPLICATION FORM: TEACHER OF SPANISH TO ADVANCED LEVEL**  
**(Permanent Post)**

[Applicants must ensure they complete all sections and sign this form]

[Applications close: 12.00 Noon on Thursday, 20<sup>th</sup> June, 2019]

**1. APPLICANT DETAILS**

|  |                                       |  |
|--|---------------------------------------|--|
| <b>Teacher Reference Number</b>  | <b>GTCNI Registration Number</b>      | <b>National Insurance Number</b>       |
| <b>Surname</b>   | <b>Forenames</b>                      | <b>Title</b><br>[Dr./Mr./Mrs./Miss/Ms] |
| <b>Surname on Birth Certificate :</b><br>[if different]<br><b>Any other previous Surname:</b><br>[if applicable] |                                       | <b>Address for Correspondence</b>      |
| <b>Tel [H]:</b>  |                                       |  |
| <b>Tel [B]:</b>  |                                       |  |
| <b>Mobile:</b>   |                                       |  |
| <b>E-mail:</b>   |                                       |  |
| <b>Salary</b>  | <b>Main Spine Point: [1 – 6]</b>      | <b>Home Address [If different]</b>     |
| <b>Placement</b>   | <b>Upper Pay Scale Point: [1 – 3]</b> |  |
|  | <b>Teaching Allowances: [1 – 5]</b>   |  |

**2. Qualifications**

| 2.1     |               |                     |       |      |
|---------|---------------|---------------------|-------|------|
| Subject | Awarding Body | ‘AS’, A2, BTEC etc. | Grade | Date |
|         |               |                     |       |      |
|         |               |                     |       |      |
|         |               |                     |       |      |

| 2.2 First Degree       |                            |               |                         |            |               |                         |
|------------------------|----------------------------|---------------|-------------------------|------------|---------------|-------------------------|
| Category<br>e.g. B.Sc. | Classification<br>e.g. 2.1 | Awarding Body | Main Subject Components | Year Begun | Year of Award | Full time/<br>Part time |
|                        |                            |               |                         |            |               |                         |

| 2.3 Post Graduate Qualifications [Including P.G.C.E., if applicable] |                       |               |                         |            |               |                         |
|--|-----------------------|---------------|-------------------------|------------|---------------|-------------------------|
| Category<br>e.g. M.A.  | Type<br>e.g., Diploma | Awarding Body | Main Subject Components | Year Begun | Year of Award | Full time/<br>Part time |
|  |                       |               |                         |            |               |                         |

| 2.4 Other Qualifications |      |               |                 |            |               |                     |
|--------------------------|------|---------------|-----------------|------------|---------------|---------------------|
| Category                 | Type | Awarding Body | Main Components | Year Begun | Year of Award | Full time/Part time |
|                          |      |               |                 |            |               |                     |

### 3. Present Teaching Post

|  |             |  |                         |   |
|--|-------------|--|-------------------------|---|
| School Name  |             | Full Postal Address  |                         |   |
| School Type [e.g. grammar, non-selective, integrated]  |             | Pupil Nos.   | Telephone No.           |   |
| Employing Authority [e.g. Board of Governors, ELB, CCMS]   |             |  |                         |   |
| Date of appointment to School  |             | Promotional Allowances and Dates awarded.<br>[Title of Post & Teaching Allowances] |                         | Present Post –<br>Temporary OR<br>Permanent |
| Subjects Taught, Year Groups & Levels [e.g. KS3, GCSE, 'A' Level] – cite number of years teaching experience at each level and corresponding dates |             |  |                         |   |
| Subjects   | Year Groups | Level  | No. of years experience | Dates                                       |
|  |             |  |                         |   |
| Principal duties of your present position and person(s) to whom you are responsible.   |             |  |                         |   |
|  |             |  |                         |   |
| Current Co-curricular [activity/activities, your role, frequency & time commitment, including weekends]  |             |  |                         |   |
|  |             |  |                         |   |

### 4. Previous Teaching

| School Name | Dates From/To | Subjects Taught/Levels (e.g. KS3, GCSE, 'A' level) | Corresponding dates | Post(s) held |
|-------------|---------------|--|---------------------|--------------|
|             |               |  |                     |              |

### 5. Previous Non-Teaching Employment

| Employer | Dates |    | Post Title and nature of Work |
|----------|-------|----|-------------------------------|
|          | From  | To |                               |
|          |       |    |                               |
|          |       |    |                               |

**6. APPLICANT'S STATEMENT**

*You may use this space - and that over the page if required - to supply further relevant information in support of your application, including evidence of the extent to which you meet the Essential and Desirable Criteria. You are required to word-process this section, using no smaller than font size 10. Separate sheets, including CVs, will not be considered.*

**Essential Criteria**

**Desirable Criteria**

APPLICANT'S STATEMENT – continued

Other Information

7. Absence due to illness As part of this statement you are asked to give brief details of any period(s) of illness which have occurred in the past five years and which caused an absence from work. Please also indicate the nature of the illness(es)

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8. References: Nominate two referees, at least one of whom should be someone who has detailed knowledge of your qualifications and experience, the skills that you bring to your present position and the quality of your work. In addition to those named as Referees, the Board of Governors may contact any or all of each applicant's previous employers and the current employer, if not nominated as a referee. Relatives should **not** be named as Referees. If an applicant does not wish an employer to be contacted before the final stages of the appointment process he/she must make this clear in a written signed note, stapled to the application form.

|                 | 1 <sup>st</sup> Referee | 2 <sup>nd</sup> Referee |
|-----------------|-------------------------|-------------------------|
| <b>Name</b>     |                         |                         |
| <b>Position</b> |                         |                         |
| <b>Address</b>  |                         |                         |
| <b>Tel:</b>     |                         |                         |

**9. Child Protection**

|   |  |
|---|--|
| Is there any reason why you would not be suitable to work with children/young people in an educational setting?                               |  |
| Have you ever been convicted of a criminal offence?   | <b>Yes/ No</b><br>[Delete as Applicable] |
| <b>If yes, give details below, including dates</b>  |  |
| <br><br><br><br><br><br><br><br><br><br><b>Note: disclosure of a conviction does not necessarily debar an applicant from being appointed.</b> |  |

**10. Special Arrangements**

|   |                 |
|---|-----------------|
| Do you require any special arrangements to be made if called for interview? | <b>Yes / No</b> |
| If <b>Yes</b> , please specify the arrangements required.                   |                 |
| <br><br><br><br><br><br><br><br><br><br>                                    |                 |

**11. Declaration and Signature**

|   |
|---|
| <p><b>I hereby declare that:</b></p> <p>11.1 I have been supplied with the Job Description for the post of Teacher of Spanish to Advanced Level in Ballymena Academy. I have read and understood the Terms and conditions of Appointment for this post for which I now make application.</p> <p>11.2 The information which I have supplied in this application form is correct to the best of my knowledge and belief. I acknowledge that if I am appointed to this position, statements of material fact made on this form which are subsequently discovered, at any time, to be untrue may be considered by the Board of Governors as sufficient grounds to warrant termination of the appointment.</p> <p>11.3 I understand that my signature is authorisation for the Board of Governors of Ballymena Academy to process and retain the information submitted for the stated purpose of making this appointment and for keeping proper records under the terms of the Data Protection Act 1998 and General Data Protection Regulations (GDPR)</p> <p>11.4 In the event of my application being successful, I consent to a check being made with the appropriate agencies to determine if there is any record of convictions, cautions or bind-overs against me.</p> <p>11.5 I understand that by completing this declaration I am indicating my authorisation for Ballymena Academy to approach my current/most recent employer for a reference in the event of my being recommended for appointment.</p> |
| <p><b>Signed:</b> _____</p> <p><b>Print Name:</b> _____ <b>Date:</b> _____</p>  |



Ballymena Academy,  
89 Galgorm Road,  
Ballymena,  
Co. Antrim.  
BT42 1AJ

Tel. 028 2565 2782  
Fax. 028 2563 0855

To: All Applicants                      Post: Teacher of Spanish to Advanced Level  
Date: June, 2019.

Please note

Because of increasing postal charges and the administrative time required to acknowledge every application received, your application will not be acknowledged.

Shortlisting for this post is scheduled for Friday, 21<sup>st</sup> June, 2019. Applicants called to interview will be notified thereafter. (The appointment procedure is scheduled for **Wednesday, 26<sup>th</sup> June, 2019.**)

If you have not been contacted by 25<sup>th</sup> June you should assume that your application is unsuccessful on this occasion.

Ballymena Academy thanks you for your interest in this post and we trust you understand why this approach has been adopted.

You may telephone the Principal's secretary on or after 24<sup>th</sup> June if you would like earlier confirmation of the outcome of your application.

S.W. Black (Principal)

PRINCIPAL: S.W. BLACK, M.Sc.



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## **To All Applicants Applying For Teaching Posts In Ballymena Academy MEMORANDUM ON CHILD PROTECTION**

This information originates in Department of Education Circular 2006/06: [www.deni.gov.uk](http://www.deni.gov.uk)  
The Board of Governors of Ballymena Academy seeks to discharge its duty of care to all pupils attending this school and to conduct employment procedures equitably and well.

### **1. Candidates are reminded that:**

- all posts in this school are regarded as 'regulated positions' under the terms of the Protection of Children and Vulnerable Adults [NI] Order 2003 (POCVA)
- it is a criminal offence for any individual to apply for, offer to do or accept any work, paid or unpaid in a regulated position if that individual is:
  - entered on DHSSPS list of those Disqualified from Working with Children
  - entered on Department of Education's list of unsuitable people
  - subject to a disqualification from the courts
- where there is reason to suspect that an application has been received from such an individual the matter will be reported to the police and full co-operation given to any subsequent investigations including disclosure of all relevant documents

### **2. Each candidate must:**

- declare any criminal convictions on the application form
- indicate that they are eligible to apply for a regulated position
- provide the following if called for interview:
  - photographic proof of identity
  - original birth certificate
  - authorisation for school to initiate Vetting and Barring Procedures  
[used only for candidates recommended for appointment]
- provide the following if recommended for appointment
  - proof of qualifications entered on application form

### **3. Candidates are advised that:**

- False or incomplete declaration of criminal convictions, or false claims of qualifications, will render an application ineligible and any recommendation for appointment will be withdrawn
- Where the outcome of a Criminal Record Check, initiated as part of the Vetting and Barring Procedures, is unsatisfactory, in the opinion of the Principal, having consulted the Chairman of the Board of Governors, a recommendation for appointment will be withdrawn
- Due process will be followed but, if an individual has taken up post before the discovery of false or incomplete declaration of criminal convictions, or false claims of qualification, or failure to disclose ineligibility to apply for or to hold a regulated position, the employment will be rescinded with immediate effect
- In making application for a regulated position in Ballymena Academy, candidates acknowledge the school's right to:
  - carry out pre-employment and criminal record checks
  - take cognisance of such information as the school deems appropriate and make decisions accordingly
  - require full compliance with the requirements set out in this memorandum
  - disqualify those candidates who fail to comply
  - disclose relevant documents to police in the event of any investigation