

Ballymena Academy
89 Galgorm Road, Ballymena, Co. Antrim, BT42 1AJ
Tel: 028 2565 2782

APPLICATION FOR EMPLOYMENT
PRIVATE & CONFIDENTIAL

Please complete thoroughly and fill in all information in **black** ink and **block** capitals. Incomplete application forms will be rejected at short-listing stage.

Reference No:	CA/06/19	To be returned by:	12.00 noon on Tuesday 18 June 2019
Position applied for: CLASSROOM ASSISTANT			

PERSONAL DETAILS

Mr / Mrs / Miss / Ms: Please delete as appropriate	First Names:	Surname (Block Letters):
Home Address:		
Post Code: Telephone Number(s) :		
National Ins. No.:		E-mail address:
Current Driving Licence:	YES / NO	Car Owner: YES / NO
Currently Employed:	YES / NO	Notice Required:

EDUCATION

Dates		Type of Institution attended, e.g. University/ Post-Primary (Do <u>not</u> name school attended)	Examinations taken, results obtained, subjects passed, scholarships and prizes
From	To		

FURTHER EDUCATION

Dates		Name of College, University	Subjects studied	Examinations taken, results obtained, subjects passed, scholarships and prizes
From	To			

EMPLOYMENT HISTORY

Please list **all** your work history since completing full-time education, beginning with your present or most recent position.

Dates		Name of employer, address, and nature of business	Position held and wage	Reason for leaving
From	To			

Please continue on a separate sheet if necessary. **All gaps in employment history must be accounted for.**

REFERENCES

Please give the names of two referees, (not relatives) both of whom should be familiar with your work, one of whom should be your current employer (previous if not currently employed).

Name:	Name:
Address:	Address:
Tel. No.:	Tel. No.:
Email:	Email:
Occupation:	Occupation:
Do we have your permission to contact this referee:	Do we have your permission to contact this referee:
<ul style="list-style-type: none">• At any time *Y / N• Only when a provisional job offer has been made *Y / N	<ul style="list-style-type: none">• At any time *Y / N• Only when a provisional job offer has been made *Y / N
* Please delete as appropriate	* Please delete as appropriate

INFORMATION IN SUPPORT OF YOUR APPLICATION

The information provided in this section will be used to assess your application at the **short-listing stage**, therefore your responses **must** fully demonstrate how your skills and experience meet the essential and desirable criteria specified in the advertisement or the information contained within the **Application Pack**.

Please give the dates, if applicable, of any holiday commitments or dates unavailable for interview:

From: /..... /..... **To:** /..... /.....

In accordance with the Asylum & Immigration Act 1996, applicants must be eligible to live and work in the UK without restrictions. Do you have the right to take up employment in the United Kingdom? YES/NO

Do you require a Work Permit or Workers Registration? YES/NO
If **YES**, please provide details.

Do you require any special arrangements to be made if called for interview? YES/NO

If **YES**, please specify the arrangements required.

Is there any reason why you would not be suitable to work with children/young people in an educational setting?

N.B. As the post involves regulated activity, under the Safeguarding Vulnerable Groups (NI) Order 2007, the successful applicant will be required to undertake an Enhanced Disclosure of Criminal Background

A candidate found to have knowingly given false information or to have wilfully suppressed any material fact will be liable to disqualification, or, if appointed, to dismissal.

I hereby declare that:

1. I have been supplied with the Job Description for the post of 'Classroom Assistant' in Ballymena Academy. I have read and understood the terms and conditions of appointment for this post for which I now make application.
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, or at interview, 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.
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 in line with General Data Protection Regulations (GDPR)
4. I am aware that the Board of Governors of Ballymena Academy may contact any or all of my previous employers and current employer.
5. 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 etc. against me.

I declare that to the best of my knowledge and belief all the foregoing statements are true and complete.

Signature of applicant: _____

Date: _____

PRINT NAME : _____

CANVASSING WILL DISQUALIFY

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER

Privacy Notice

The data contained in this application form will only be used for the purpose of progressing this application for employment. The sensitive personal data on the attached monitoring form will only be used to comply with the requirement of statutory legislation.

The company will not share any of the information provided in your application with any third parties for marketing purposes or store any of your information outside the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for. You do not have to provide what we ask for but it might affect your application if you don't.

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

Ballymena Academy

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

PRIVATE AND CONFIDENTIAL

Reference No:

CA/06/16

NB This form is regarded as part of your application and failure to complete and return it will result in disqualification.

CRIMINAL RECORD DETAILS – Please ensure that you complete this section carefully.

Please ensure that you read and complete this section carefully.

NB: The Board of Governors has a responsibility to check whether persons who apply for posts in Ballymena Academy have a criminal record. In order for the Board to fulfil this responsibility, you are required on this form to declare any criminal conviction you may have. This post is exempt from Article 5 of the Rehabilitation of Offenders (N.I.) Order 1978 by virtue of the Rehabilitation of Offenders (Exceptions) Order (N.I.) 1979 which means you are not entitled to withhold information about convictions. It is important to note therefore that all bind-overs, cautions or convictions must be declared including those otherwise considered as 'spent'. You should be advised that the above includes driving offences and absolute discharges.

The fact that a person has a criminal record does not automatically render him or her unsuitable for the post.

A candidate found to have failed to declare any of the above will be liable to disqualification or, if appointed, to dismissal.

Any information given will be completely confidential.

Have you been convicted in a court of law of any criminal offence?

YES/NO

If **YES**, please give details below:

I declare that to the best of my knowledge and belief all the foregoing statements are true and complete.

Signature of applicant: _____

Date: _____