**BALLYMENA ACADEMY**

**APPLICATION FORM: POST OF BURSAR**

**[Applications close: 12.00 noon on Tuesday, 21st October, 2025]**

1. **Applicant Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** | **Forenames** | | **Title** |
| **Home Address** | | | |  |
|  |
|  |
|  |
|  |
| **Tel (Home):** | | **Tel (Work):** | |  |
| **Tel (Mobile):** | | **E-mail:** | |  |
| **National Insurance Number** | |  | |  |

1. **Education and Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Secondary Education (names of schools/colleges not required) | | | |
| **Subject** | **‘A’ Level / ‘AS’ /**  **BTEC etc.** | **Grade** | **Date** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Further, Higher and Professional Education | | | |
| **Type of**  **Educational**  **Establishment** | **Date:**  **From** | **To** | **Qualification Obtained**  (please indicate level, subject, grade, year achieved) |
|  |  |  |  |

1. **Present Employment**

|  |  |
| --- | --- |
| **Name of Organisation** | **Job Title** |
| **Date of Appointment** | |
| **Summary of main duties and responsibilities** | |
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1. **Previous Employment**

Please list all your previous work history beginning with your next most recent etc.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** | **Job title, main duties and responsibilities** | **Dates of employment** | |
| From | To |
|  |  |  |  |

Please continue on a separate sheet if necessary, using the same format as above.

N.B. - All gaps in employment history must be accounted for.

1. **Applicant’s Statement**

You may use this space to supply further relevant information in support of your application, including evidence of the extent to which you meet the Essential and Desirable Criteria.

|  |
| --- |
| **Essential Criteria:** |
| **Desirable Criteria:** |

|  |
| --- |
| **Additional Information** (including that related to the Person Specification)**:** Please use this space for details of any hobbies/interests, and any other information you consider relevant. |

1. **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 year and which caused an absence from work. Please also indicate the nature of the illness(es).

1. **References**

Please give the names of two referees, (not relatives) both of whom should be familiar with your work, one of which should normally be your current/or most recent employer and the other a previous employer.

|  |  |
| --- | --- |
| Name:  Address:  Tel. No.:  E-mail: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name:  Address:  Tel. No.:  E-mail: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| (Please note that all communication with the referees will be by e-mail so it is important to ensure that e-mail addresses are accurate.) | |
| Occupation:  Do we have your permission to contact this referee:   * At any time \*Yes/No * Only when a provisional job offer has been made   \*Yes/No  \* Please delete as appropriate | Occupation:  Do we have your permission to contact this referee:   * At any time \*Yes/No * Only when a provisional job offer has been made   \*Yes/No  \* Please delete as appropriate |
| In line 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. | |
| Have you ever previously been employed by this school? Yes/No  (If Yes please give details) | |

1. **Child Protection**

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

1. **Special Arrangements**

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

1. **Declaration and Signature**

|  |
| --- |
| **I hereby declare that:**  10.1 I have been supplied with the Job Description for the post of Bursar in Ballymena Academy. I have read and understood the Terms and conditions of Appointment for this post for which I now make application.  10.2 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.  10.3 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). I confirm that I have received a copy of the Privacy Notice and that I have read and understood the same Privacy Notice.  10.4 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. I have been supplied with a copy of the ‘AccessNI Disclosure – Applicant Information Leaflet.’  10.5 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. |
| **Signed:**  **Print Name:**   **Date:** |

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.

**CANVASSING WILL DISQUALIFY**