

BALLYMENA ACADEMY

APPLICATION FORM: RECEPTIONIST / ADMINISTRATIVE ASSISTANT

[Applications close: 12.00 Noon on Wednesday 5th July 2023]

1. Applicant Details

Surname	Forenames	Title
Home Address		
Tel (Home):	Tel (Work):	
Tel (Mobile):	E-mail:	

2. Education and Qualifications

A. Secondary Education (names of schools/colleges not required)			
Type of Educational Establishment	Date: From	To	Qualification Obtained (please indicate level, subject, grade, year achieved)

B. Further, Higher and Professional Education

Type of Educational Establishment	Date: From	To	Qualification Obtained (please indicate level, subject, grade, year achieved)

3. Present Employment

Name of Organisation	Job Title
Date of Appointment	
Summary of main duties and responsibilities	

4. 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

5. 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.

6. 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:	Name:
Address:	Address:
Tel. No.:	Tel. No.:
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 *Yes / No • Only when a provisional job offer has been made *Yes / No 	<ul style="list-style-type: none"> • At any time *Yes / No • Only when a provisional job offer has been made *Yes / No
* Please delete as appropriate	* Please delete as appropriate
<p>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</p> <p>Do you require a Work Permit or Workers Registration? Yes/No If yes, please provide details.</p>	
<p>Have you ever previously been employed by this company? Yes/No (If Yes please give details)</p>	

7. Child Protection

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

8. Declaration and Signature

<p>I hereby declare that:</p> <p>8.1 I have been supplied with the Job Description for the post of Receptionist / Administrative Assistant 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>8.2 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>8.3 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>8.4 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>8.5 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>Signed: _____</p> <p>Print Name: _____ Date: _____</p>

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

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.