****St Patrick’s Grammar School

**Please complete in full, in black ink or typescript using a minimum of Arial font, Point 10. No additional information, pages or C.V. will be accepted.**

109 Saul Street

Downpatrick

Co Down

Tel: 028 44619722

REF:

Date and Time Received:

| **Application Form for the Post of General Assistant**  **(Fixed-Term until 30 June 2022)** |
| --- |

| Section 1: Personal Details | | | |
| --- | --- | --- | --- |
| **Title:** Dr/Mr/Mrs/Miss/Ms/Other | **Forenames**: | **Surname**: | |
| **Date of Birth**: | **Preferred Name**: | **Former Name**: | |
| **National Insurance Number**: |  | | |
| **Address**: | | **Home phone number**:  **Work number**:  **Mobile number**:  **Email address**: | |
| **Are you eligible for employment in the UK?** | | Yes | No |
| *If no, please provide details*: | | | |
| **Do you hold a current driving licence?** | | Yes | No |
| **Do you have endorsements?** | | Yes | No |
| *If yes, please provide details*: | | | |
| **What class of vehicle are you licenced to drive?** | |  | |
| **Do you know/are you related to any person at St. Patrick’s Grammar School, Downpatrick?** | | Yes | No |
| *If yes, please provide details*: | | | |
| **Where did you learn about this vacancy?** | |  | |

| **Section 2: GCSE/A’ Level/University/Professional - Qualifications**  Please start with the most recent. |
| --- |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of  school/college/university** | **Dates of attendance** | | | **Examinations** | | | |
| **Subject** | **Result** | **Date** | **Awarding body** |
|  | From: dd / mm / yy | | |  |  |  |  |
|  |  |  |
| To: dd / mm / yy | | |
|  |  |  |
|  | From: dd / mm / yy | | |  |  |  |  |
|  |  |  |
| To: dd / mm / yy | | |
|  |  |  |
|  | From: dd / mm / yy | | |  |  |  |  |
|  |  |  |
| To: dd / mm / yy | | |
|  |  |  |
|  | From: dd / mm / yy | | |  |  |  |  |
|  |  |  |
| To: dd / mm / yy | | |
|  |  |  |
|  | From: dd / mm / yy | | |  |  |  |  |
|  |  |  |
| To: dd / mm / yy | | |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Section 3: Continuing Professional Development**  Please provide details of continuous professional development in the last five years. | | |
| **Dates** | | **Training/Development Activity** |
| **From** | **To** |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **Section 4: Employment Experience** | |
| **Current/Most Recent Employment** | |
| **Name and address of employer:** |  |
| **Current/most recent job title:** |  |
| **Brief description of duties and responsibilities:** |  |
| **Date commenced employment:** |  |
| **Date employment ended (if applicable):** |  |
| **Salary on leaving:** |  |
| **Reason for seeking other employment:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Previous Employment History and / or Activities since leaving Secondary Education** | | | | | |
| **Dates** | | **Name and Address of Employer** | **Position Held** | **Reason for Leaving** | **Salary Points** |
| **From** | **To** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| **Please detail dates and reasons for any absences in the last 3 years** |
|  |

|  |  |
| --- | --- |
| **Section 5: Essential Criteria** | |
| Please complete the following demonstrating how you meet each of the criteria listed.  Please note when typing in the boxes they will expand to accommodate your entries. | |
| Have a minimum of six months’ demonstrable experience of working with a child/children in a school setting  Demonstrable experience in one or more of the following areas:   * Providing direct support to a child/children in a school setting * Providing support to a teacher and/or school staff inside or outside of the classroom * Providing additional direct support\* to a child/children in a school setting   \**Additional support is defined as undertaking medical procedures, using specialist support equipment, or providing specialist feeding support.*  Demonstrable knowledge of the requirements of a General Assistant 2  Demonstrable knowledge of:   * Child Protection and Safeguarding, as relevant to the role * Health and Safety regulations, as relevant to the role |  |
| * An ability to work as part of a team and build strong relationships; * An ability to plan, organise and communicate effectively at all levels; * A clear commitment to meeting the needs of pupils with Special Educational Needs; * The ability to use initiative in finding ways to meet needs of students; * Good record keeping. |  |
| * Evidence of how your experience and approach * to work reflect the school’s values/ethos. You will find information about the school’s values/ethos on our school website.  |  | | --- | | * Flexible, and responsive to the individual needs of students; * Demonstrate a caring, pastoral and child-centred approach; * Positive attitude towards development; * Commitment to life-long learning; * High standards of personal and professional presentation; * Ability to work within a team; * Organised, reflective and innovative. | |  |

|  |  |
| --- | --- |
| **Desirable Criteria** | |
| Please complete the following demonstrating how you meet each of the criteria listed.  Please note when typing in the boxes they will expand to accommodate your entries. | |
| |  | | --- | | * First Aid Training |  * Additional training in areas such as management of diabetes and epilepsy |  |
| Evidence of a working knowledge of one or more of the following IT systems:   * Microsoft Word and Outlook * C2K school’s IT systems * Willingness to undertake additional training in relevant areas. |  |
| * Evidence of a creative approach; * Willingness to adopt change; * Evidence of high levels of self-management. |  |

**The Board of Governors reserves the right to apply enhancement criteria should shortlisting require it.**

|  |
| --- |
| **Other experience relevant to this application** |
|  |

|  |  |  |
| --- | --- | --- |
| **Section 6: Criminal Record** | | |
| An offer of employment is conditional upon the School receiving an Enhanced Disclosure from AccessNI which the School considers to be satisfactory. It is unlawful for the School to employ anyone who is barred from working with children, and it is a criminal offence for any person who is barred from working with children to attempt to apply for a position. If you are successful in your application, you will be required to complete an online Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or code of practice published by AccessNI.  This position is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings, including those which would normally be considered "spent" under the Act, must be declared.  If you have a criminal record, this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School’s objective assessment procedure. | | |
| **Have you been convicted by the courts of any criminal offence?** | Yes | No |
| **Is there any relevant court action pending against you?** | Yes | No |
| **Have you ever received a caution, reprimand or final warning from the police?** | Yes | No |
| If answering "YES" to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "Confidential" with your application form. | | |

| **Section 7: References**  Please supply the names and contact details of two people who we may contact for references. **One of these must be your current or most recent employer**. Neither referee should be a relative or someone known to you solely as a friend. The School reserves the right to take up references from any previous employer. St. Patrick’s Grammar School will request references for all shortlisted candidates before interview. | |
| --- | --- |
| **Referee 1 – Professional** | **Referee 2 – Character** |
| Name: | Name: |
| Organisation: | Organisation: |
| Address: | Address: |
| Telephone number:  Email address:  Relation to you: | Telephone number:  Email address:  Relation to you: |
| Occupation: | Occupation: |

|  |
| --- |
| **Section 8: Recruitment** |
| It is the School’s policy to employ the best qualified personnel, to provide equal opportunity for the advancement of employees, including promotion and training, and not to discriminate against any person because of his/her race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.  The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  A copy of the School’s Child Protection/Safeguarding Policy can be found on the school’s website www.spgs.co.uk and is available for download. Please take the time to read it as it may be referred to during any interview that you might be invited to attend.  If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed as confidential waste after six months. This information will not be disclosed to a third party unless we are required to do so by law. |

|  |
| --- |
| **Section 9: Declaration** |
| 1. I confirm that the information I have given on this application form is true and correct to the best of my knowledge. 2. I confirm that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body. 3. I understand that providing false information is an offence which could result in my application being rejected or (if false information comes to light after my appointment) summary dismissal and may amount to a criminal offence. 4. I consent to the organisation processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process. 5. I am not suffering from any disability which would prevent me from carrying out the duties of this post. 6. I consent to the organisation making direct contact with the people specified as my referees to verify the reference. |

|  |  |
| --- | --- |
| **Signed:** |  |
| **Date:** |  |

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

When completed, this form, in an envelope marked **CONFIDENTIAL, (REF/GA1/2021**), should be returned **by 12 Noon on Friday 18 June 2021**. Interviews will be held on **Friday 25 June 2021**.

The Principal

Correspondent to the Board of Governors

St. Patrick’s Grammar School

109 Saul Street

Downpatrick

Co Down  
BT0 6NJ

Please submit the Fair Employment Monitoring Questionnaire in an envelope marked Confidential with your completed application form.

|  |
| --- |
| **ST. PATRICK’S GRAMMAR SCHOOL IS AN EQUAL OPPORTUNITY EMPLOYER** |
| **EQUAL OPPORTUNITIES MONITORING QUESTIONNAIRE**  **APPLICANTS FOR GENERAL ASSISTANT POST (Fixed Term Post until 30 June 2022)** |
| The Board of Governors of St. Patrick’s Grammar School is committed to equality of opportunity for all applicants to non-teaching posts regardless of their gender, marital status, disability or race. The Board of Governors selects those eligible and suitable for employment and advancement solely on the basis of merit and is monitoring its activities to ensure that its equal opportunities policy is implemented effectively. The monitoring of activities compares the recruitment and career progression of job applicants. Your co-operation in completing the section below would assist the Board of Governors in working towards equality of opportunity throughout the non-teaching profession. |

**Part 1**

**Please complete the following:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Post Title**: |  | | | | | | | | |  | | | **DOB:** |  |  |  |
|  | | | | | | | | | | | | | | | | |
| **National Insurance No:** | |  |  |  |  |  |  |  |  | |  |  |  |  | | |

**Part 2**

**Please tick boxes as appropriate:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Marital Status:** | Single |  |  | Married | | |  |  | Other |  |
|  | | | | | | | | | | |
| **Gender:** | Male |  |  | Female | | |  |  |  |  |
|  | | | | | | | | | | |
| **Family Status:** | No Caring Responsibilities | | |  |  | Care for Other Relatives | | | |  |
|  | | | | | | | | | | |
|  | Care for Children | | |  |  | Other | | | |  |
| **I am a member of the:** | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Roman Catholic community: | | |  | | Protestant community: | | | |  | | Neither Protestant nor Roman Catholic: | | | | | | | | |  |
| **Part 3** | | | | | | | | | | | | | | | | | | |
| **Have you any mental or physical disability as defined below:** | | | | | | | | | | **Yes** | | |  | |  | **No** |  | |
| “A person has a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities” (Disability Discrimination Act 1995) | | | | | | | | | | | | | | | | | | | | | | | |
| **Part 4** | | | | | | | | | | | | | | | | | | | | | | | |
| **Ethnic Origin:** | White |  | |  | | Indian |  | Chinese | | | |  | | Member of Irish Travelling Community | | | | | | | |  |
|  | Pakistani/Bangladeshi | | | | | |  | Afro-Caribbean | | | |  | |  | | | | Other | | | |  |
| Access to the information you provide will be strictly controlled and will not be available to any other persons. Monitoring will be by the use of statistical summaries of information in which the identity of individuals will not appear. The information will not be available for any purpose other then equal opportunities monitoring. | | | | | | | | | | | | | | | | | | | | | | | |
| **This sheet will be removed from your application form in the School and used for the above monitoring purposes only.** | | | | | | | | | | | | | | | | | | | | | | | |