



Job Ref No: P12007

Closing Date: 4.00 pm on  
Tuesday 2 October 2012

**CONFIDENTIAL**

**APPLICATION FORM : V.P./P. (1)**

Post:	PRINCIPAL (GROUP 1)
Location:	CHURCHILL PRIMARY SCHOOL

Applicants should refer to the Notes of Guidance before completion of this form.

All sections of this form must be completed in full - failure to do so will result in the application being rejected.

Shortlisting for interview will be based solely on the information on this form, therefore insufficient or incomplete information may result in failure to be shortlisted. To facilitate photocopying, all sections must be completed in black pen or typescript. A curriculum vitae or any additional documentation will not be considered and must not be submitted with this form. Faxed, e-mailed or late applications will not be accepted. Any alterations to this form will invalidate your application.

I have read and understood the above instructions (please tick)

1 PERSONAL DETAILS (Please complete in block details)		
Surname: .....	Forename(s): .....	Dr/Mr/Mrs/Ms/Miss (delete as appropriate)
Previous Surname(s): .....		
Present Address: .....	Correspondence Address: .....	
Postcode: .....	Postcode: .....	
Previous Address (Within the last 5 years): .....	Telephone number: (Home) .....	
Postcode: .....	Daytime contact number: .....	
E-mail address: .....	Mobile Phone Number: .....	
National Insurance No: ___ / ___ / ___ / ___ / ___	Teachers' Reference Number: _____	
GTCNI Reference Number: _____	Are you an EU citizen? YES/NO	

**2 QUALIFICATIONS**  
 (Include courses successfully completed or currently being undertaken)

**GCSE AND 'A' LEVEL EXAMINATIONS (and equivalent or other qualifications)**

SUBJECTS PASSED	RESULT/GRADE	YEAR

**DEGREE AND HIGHER LEVEL COURSES (including post graduate qualifications)**

COLLEGE/ UNIVERSITY	COURSE	IDENTIFY CLEARLY <u>MAIN</u> & <u>SUBSIDIARY</u> SUBJECTS	DATE/EXPECTED DATE OF COMPLETION & RESULT

ARE YOU PRIMARY/SECONDARY/FURTHER EDUCATION TRAINED? (please delete as appropriate)

**OTHER QUALIFICATIONS/AWARDS (include professional qualification/membership)**

QUALIFICATIONS (include membership level)	RESULT/GRADE	YEAR

**IN-SERVICE TRAINING COURSES COMPLETED (appropriate to the position)**

COURSE DESCRIPTION	YEAR	DURATION	NO OF HRS/DAYS/ EVENINGS PER WK

**3 EMPLOYMENT - PRESENT TEACHING POST**

**SCHOOL (Name and Address)** .....

.....

**ENROLMENT:** ..... **DATE OF APPOINTMENT TO SCHOOL:** .....

**PRESENT POST:** ..... **DATE APPOINTED TO PRESENT POST:** .....

**PERMANENT/TEMPORARY\***      **FULL/PART-TIME\***      **SALARY SPINAL POINT:** .....

**TEACHING ALLOWANCES (if any):** ..... **OTHER ALLOWANCES (eg special needs):** .....

(\* delete as appropriate)

**CLASSES TAUGHT (if Primary) OR SUBJECTS TAUGHT (if Secondary or Grammar)**

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**INDICATING TO WHAT LEVEL, eg GCSE**

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**DUTIES ATTACHED TO PRESENT POST:** .....

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**REASON FOR LEAVING:** .....

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.....

**EMPLOYMENT - PREVIOUS TEACHING POSTS (beginning with the most recent)**

SCHOOL (Name & Address) AND ENROLMENT	POST AND DUTIES (Briefly)	DATE		REASON FOR LEAVING
		FROM	TO	

**GAPS IN EDUCATION/EMPLOYMENT HISTORY:** Please account for any time since leaving school/college/ university which has not been included in previous information. You should also account for any gaps in between for example a 1 year gap between leaving School and starting University.

**PLEASE GIVE DETAILS OF ANY RESPONSIBILITY IN YOUR PRESENT OR PREVIOUS POSTS FOR:**

(1) AN AREA(S) OF THE CURRICULUM (with dates)

(2) AN ASPECT(S) OF SCHOOL ADMINISTRATION (with duties)

**IN SUMMARY, PLEASE CONFIRM YOUR OVERALL LENGTH OF TEACHING EXPERIENCE:**

NUMBER OF YEARS FULL-TIME EXPERIENCE AND SCHOOL TYPE (eg Primary, etc): .....

NUMBER OF YEARS PART-TIME EXPERIENCE, INCLUDING HOURS PER WEEK, AND SCHOOL TYPE: .....

WHERE EXPERIENCE IS OF A SUPPLY NATURE, YOU SHOULD INDICATE AS FAR AS POSSIBLE THE NUMBER OF DAYS WORKED IN EACH SCHOOL YEAR:

ARE YOU IN RECEIPT OF A PENSION FROM THE DEPARTMENT OF EDUCATION OR OTHER PENSION PROVIDER? YES  NO

IF YES, PLEASE STATE REASON:.....

**4 NON-TEACHING POSTS (Relevant to post and/or subject area)**

**PRESENT POST**

EMPLOYER (Name and Address):.....

POST HELD: ..... DATE APPOINTED: ..... SALARY: .....

PERMANENT OR TEMPORARY: ..... FULL OR PART-TIME: .....

DUTIES: .....

REASON FOR LEAVING: .....

**PREVIOUS POSTS (beginning with the most recent)**

EMPLOYER (Name & Address)	POST AND DUTIES (Briefly)	DATE		REASON FOR LEAVING
		FROM	TO	

**5. PLEASE DEMONSTRATE EFFECTIVELY THE FOLLOWING:  
(IN COMPLETING THIS SECTION OF THE APPLICATION FORM, APPLICANTS ARE ADVISED TO CONSIDER CAREFULLY THE PERSONNEL SPECIFICATION AND THE JOB DESCRIPTION FOR THE POST).**

**(A) HAVE A KNOWLEDGE OF LMS WITH THE ABILITY TO MANAGE FINANCE, HUMAN AND OTHER RESOURCES:**

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**(B) FAMILIARITY WITH THE NATIONAL STANDARDS FOR HEADTEACHERS:**

**(C) DEMONSTRATE THE ABILITY TO THINK STRATEGICALLY AND POSSESS THE MANAGEMENT KNOWLEDGE AND SKILLS AND LEADERSHIP AND PERSONAL QUALITIES REQUIRED FOR THE POST, AS DESCRIBED IN THE PERSONNEL SPECIFICATION:**

**APPLICANTS MUST NOT SUBMIT A CURRICULUM VITAE OR ADDITIONAL PAGES**



**ADDITIONAL RELEVANT INFORMATION** (Please state information relevant to the job description, related to both employment or personal interests, why you are suitable for this post and your objectives)

**APPLICANTS MUST NOT SUBMIT A CURRICULUM VITAE OR ADDITIONAL PAGES**

**6 CHILD PROTECTION** (Please note this post is a 'regulated position' as defined under POCVA (NI) Order 2003. The Board considers a post based in a school or any Board post where the duties require the potholder to regularly visit schools to be a 'regulated position').

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

YES/NO

If YES, please provide details:

**7 REFERENCES**

Please give the names and addresses of two referees, at least one of whom should be able to comment on your suitability to work with children/young people in an educational setting (if applicable) and your professional ability. Prior consent of referees must be obtained. References must not be submitted with this form. You should note that while it is not essential to nominate your present employer as a referee at this time, in the event of you being offered a post the Board/Board of Governors will seek references from your present/most recent employer. By signing Section 9 of this form you will be indicating agreement to this reference being sought.

<p><b>Referee 1</b></p> <p>Name: .....</p> <p>Position held: .....</p> <p>Address: .....</p> <p>.....</p> <p>.....</p> <p>Telephone No: .....</p> <p>Capacity in which you know this person: .....</p>	<p><b>Referee 2</b></p> <p>Name: .....</p> <p>Position held: .....</p> <p>Address: .....</p> <p>.....</p> <p>.....</p> <p>Telephone No: .....</p> <p>Capacity in which you know this person: .....</p>
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**Any person involved in the recruitment process for the post for which you are currently applying cannot act as a referee.**

**8 DISABILITY**

In accordance with the Disability Discrimination Act 1995, a person is disabled if they have, or have had, "a physical or mental impairment which has, or has had, a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities".

If you consider yourself to have or have had a disability that is relevant to the position for which you are applying please provide any relevant information about your disability and any requirements that you may need so that we can process your application fairly and make any reasonable arrangements/adjustments to enable you to attend for interview.

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**The Board, as part of its Equal Opportunities Policy, welcomes applications from people with disabilities.**

**9 DECLARATION (CANVASSING, FALSE DECLARATION, CONSENT, DATA PROTECTION/REFERENCES)**

I hereby certify and declare that:

- 1) I have read and understood the conditions relating to the appointment of teachers.
- 2) I declare that I have not canvassed in any way and that the information contained in this form is true and accurate. I am aware that I may approach the Principal to seek the information about the post.
- 3) I understand this post is (or may be) exempt from the provision of the Rehabilitation of Offenders (Exceptions Amendment) Order (Northern Ireland) 1987. In the event of my application being successful, I consent to a check being made by AccessNI (A Single History Disclosure Body) to determine if there is any record of criminal convictions, pending prosecutions, cautions or bind-over orders against me;
- 4) I understand that the information on this form is required by the Board for the purpose of processing my application. The information is covered by the provisions of the Data Protection Act 1998. My signature to the form is deemed to be an authorisation by me to allow the Board to process and retain the information for the purpose(s) stated including approaching my current/most recent employer for a reference in the event of my being recommended for appointment.
- 5) I understand that if I provide false or misleading information, I may have any offer of employment withdrawn, or if employed may be dismissed from the service.

I hereby certify that the above declaration is in all respects true.

Signature: ..... Date: .....

**Completed forms should be returned NOT LATER THAN 4.00 PM ON THE STATED CLOSING DATE to:**

**Equal Opportunities Unit, The Southern Education and Library Board, 3 Charlemont Place, The Mall, ARMAGH, BT61 9AX**  
**The Board is an Equal Opportunity Employer promoting Equality and Fairness in Service and Employment**

IT IS ESSENTIAL THAT YOU COMPLETE THE FOLLOWING TO DEMONSTRATE CLEARLY THE EXTENT TO WHICH YOU MEET THE CRITERIA.

**ESSENTIAL CRITERIA**

1. Recognised teacher eligible to teach in a Primary School in Northern Ireland and be registered or have, if successful, registered with the GTCNI by the agreed date of taking up duty. Yes/No\*
  
2. Number of years\*\* full time equivalent experience of teaching in a primary school(s) at 31 August 2012 at least 3♦ of which should have been gained within the past 6 years♦.

Please provide specific details: \_\_\_\_\_ years

Name of School(s)	Post Held (eg Prim, VP, Teacher)	Perm/Temp	Period of Employment	
			From	To

3. Number of years\*\* experience within the past 6 years\*\* as at 31 August 2012 of leading school/curricular development in primary school(s)
  - (i) as a Principal and/or
  - (ii) as a Vice Principal and/or
  - (iii) as Head of Key Stage and/or
  - (iv) as Co-ordinator and/or
  - (v) in an equivalent management post within the Education Service.  
(equivalence to be regarded as a post with a salary placement which is at least equal to 2 teaching allowances)

Please provide specific details.

Post held	No of Teaching Allowances (if applicable)	Dates held	
		From	To

**Desirable Criteria**

- For applicants not currently in the role of Principal or Vice Principal it is desirable that they possess or be in the process of obtaining the Professional Qualification for Headship or a relevant post graduate qualification in educational leadership and management. Yes/No

- Experience of teaching a composite class.

Please provide details:

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- Be able to demonstrate that he/she has enthusiasm for promoting the following: music/drama/sport/ICT within the school.

Please provide details:

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- Be able to demonstrate enthusiasm for developing the schools role in the community.

Please provide details:

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*Signature*

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*Date*

**To be returned with the completed application form.**

\* delete as applicable

\*\* year = school year September to August

# Equal Opportunities Monitoring Questionnaire

A summary of the equal opportunities policy is on the reverse

1. **DATE OF BIRTH:**    \_\_\_ \_\_\_ / \_\_\_ \_\_\_ / \_\_\_ \_\_\_ \_\_\_ \_\_\_ (eg. 05/08/1948)

2. **SEX**

I am:            Male             Female

3. **DISABILITY, please tick any box which applies to you**

I have:

No disability

A physical impairment, such as difficulty using arms or, mobility requiring a wheelchair or crutches

A sensory impairment, such as blind/visual impairment or deaf/hearing impairment

A mental health condition, such as depression or schizophrenia

A learning disability, such as Down's syndrome, dyslexia or cognitive impairment such as autism

A long standing illness, such as cancer, HIV, diabetes, chronic heart disease or epilepsy

Other .....

4. **MARITAL STATUS**

I am:

Single (never married)             Married (living with spouse)             Married (separated)

Civil partnership (same sex)             Divorced             Widowed

Other .....

5. **RACIAL/ETHNIC ORIGIN**

I am:

White     Chinese     Irish Traveller     Indian     Pakistani     Bangladeshi

Black African     Black Caribbean     Black Other .....

Mixed Ethnic Group ..... Other.....

6. **NATIONALITY:**.....

7. **ADVERTISING:** Please name any newspapers/websites where you learned of this job

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**DO NOT SEPARATE THIS FORM FROM THE APPLICATION FORM**

# Summary of Equal Opportunities Policy for Teachers

It is the policy of the Southern Education & Library Board that all eligible persons will have equal opportunity for employment and advancement in the Board, irrespective of sex, marital status, disability or race.

Selection for employment and advancement will be on the basis of ability, qualifications and aptitude to carry out the duties of the post.

In order to measure the effectiveness of the Teachers Equal Opportunities Policy the Board is monitoring job applicants in order to provide an objective view on the existence and progress of equality of opportunity. Monitoring involves a comparison of recruitment and career progression of teachers with regard to sex, marital status, disability and race.

Monitoring will also involve the use of statistical summaries in which the identity of individuals will not appear. The information will not be available for any purpose other than Equal Opportunities monitoring. While the Board will seek to maintain the confidentiality of all monitoring information, disclosure of information may be required in accordance with the provisions of equal opportunities legislation applicable in Northern Ireland.

If you have any queries concerning monitoring or should you require a copy of the Equal Opportunities Policy Statement, please contact:

## Contact Numbers for any queries you might have:

### Equal Opportunity queries should be addressed to:

Tel. (028) 37512394; 37415390

### General recruitment or application queries should be addressed to:

Tel: (028) 37512530; 37512258; 37512328

## Return address for completed application and monitoring forms:

**The Equal Opportunities Unit  
3 Charlemont Place  
The Mall  
ARMAGH  
BT61 9AX**