***For Office Use Only***

**Ref. No:**

**Closing Date:4pm on 14th November 2019**

**Date received by School:**

**DOMINICAN COLLEGE**

**38 Fortwilliam Park**

**Belfast BT15 4AQ**

**APPLICATION FORM FOR POST OF:**

**Temporary Teacher of Business Studies to A level**

**(Maternity cover from November 2019)**

***Please complete in full in black ink or typescript. All questions must be answered. No additional information pages or CV will be accepted .Type font must be Times New Roman; type size must not be less than11 point.***

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| **GENERAL INFORMATION** | | | |
| **Full Name:** |  | | |
| **Address:** |  | | |
| **Town:** |  | **Postcode:** |  |
| **Telephone No:** |  | **TR No:** |  |

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| **Higher, Further or Continuing Education Qualifications (e.g. Degree, PGCE etc)**  *(Most recent first)* | | |
| **Qualification** | **Date of Award** | **Classification** |
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| **A-Level (or equivalent) Grades Achieved**  *(Most recent first)* | | | |
| **Subject** | **Qualification Type** | **Date of Award** | **Grade** |
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| **PRESENT TEACHING POSITION** *(if applicable)* | |
| **School:** |  |
| **Date of Appointment:** |  |
| **Teaching Responsibilities:** |  |
| **No. of Management Points:** |  |
| **Management Responsibilities:** |  |

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| **OTHER TEACHING EXPERIENCE (excluding teaching practice)**  *(Most recent first)* | | |
| **School** | **From** | **To** |
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| **INSERVICE TRAINING (non award bearing courses of at least 3 days duration)**  *(Most recent first)* | | |
| **Course Title** | **From** | **To** |
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**Subjects Offered** (please indicate the subjects you are prepared to teach and level)

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| **Subjects** | **Level** |
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| **What particular qualities and experience do you offer which make you suitable for this post?** |
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| **How could you contribute to the extra-curricular life of the school?** |
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**REFERENCES**

|  |  |
| --- | --- |
| Please give names, addresses and telephone numbers of two persons willing to give academic references, at least one of whom should have knowledge of your present work. (Prior consent is required.) | |
|  |  |
| Tel. No: | Tel. No: |
| **REFERENCES MUST NOT BE SUBMITTED** | |

**MEDICAL HISTORY/SICKNESS RECORD**

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| --- | --- |
| Please give dates and details of any serious illnesses, operations or disabilities, or of any recurrent illness of a minor nature. If necessary give information on a separate sheet. | |
|  | |
| How many days you have been absent from work through illness in the last year? |  |

**CRIMINAL CONVICTIONS**

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| --- | --- |
| Have you been convicted of any criminal offence? | Yes/No |
| If yes, Please give details (include nature of offence and sentence). | |
|  | |
| NOTE: This post is (or may be) exempt from the provisions of the Rehabilitation of Offenders (Exceptions) Order 1979. You are therefore not entitled to withhold information about convictions, under the provisions of the Order. Any failure to disclose such convictions could lead to disqualification or dismissal. Any information given will be used only in connection with posts to which the Order applies.  Posts involving work in educational establishments are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007. If the post is deemed to involve regulated activity under this legislation, Dominican College will be required to obtain an Enhanced Disclosure Certificate from Access NI which provides details of **unfiltered\*** spent and unspent convictions as well as other relevant information held in police records or other law enforcement agencies.  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **DECLARATION** | |
| 1. The foregoing particulars are complete and correct to the best of my knowledge and belief. 2. I do not suffer from any illness or disability which would prevent me from carrying out the duties of this post. 3. I accept and am prepared to work within the ethos of Dominican College.   Usual signature of Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  A candidate found to have knowingly given false information, or to have suppressed any material fact will be liable to disqualification, or if appointed, to dismissal. | |
| **CANVASSING WILL DISQUALIFY**  **WE ARE AN EQUAL OPPORTUNITY EMPLOYER** | |