

Ref No

Please complete in black ink to facilitate photocopying. All information given will be treated in confidence. Candidates must complete all sections. If extra sheets are used please mark clearly with your name.

Application for TEACHER (Temporary • Maternity leave • Sept 2017-May 2018)

OAKGROVE INTEGRATED PRIMARY SCHOOL AND NURSERY

(Office Use) Date of Receipt of Application:

Closing date for receipt of completed applications: 12 noon Monday 19 June 2017

I. PERSONAL DETAILS

Surname:

Forename(s)

(Mr/Mrs/Miss/Ms/Dr/Other)

Teacher reference no:

Date Probation completed:

National Insurance No:

GTCNI no:

Home address:

Postcode:

Telephone (Home):

(Work):

Mobile telephone no:

Email:

I.1 PRESENT POSITION

Present Post:

Date Appointed:

School/College (name and type):

Single sex or mixed:

Age range:

Number on Roll (total):

Salary Scale/Group:

Salary £

Name and address of Employer:

I.1 PRESENT POSITION (cont'd)

Subjects/Classes taught since appointment:
Areas of Responsibility:
Notice required to terminate present employment:
Temporary/Permanent/FT/PT:
Promotion Allowance/Responsibility Points:

I.2 EDUCATION AND QUALIFICATIONS

Secondary Education (Names of Schools/Colleges not required)

Level	Subject	Grade	Level	Subject	Grade

Further, Higher and Professional Education

Name of college or university	Qualification obtained <i>(please indicate Level, Class Subject(s), Grades)</i>

I.3 TEACHING EXPERIENCE (In chronological reverse order, starting with your current position)
 Details of any previous post-graduate teaching experience, including the name(s) of the school(s) to which you were appointed, the date(s) of your appointment(s), the principal duties and responsibilities associated with your post(s) and any teaching allowances held in association with your post(s)

Post held:	FT/PT:
Name, Type, Age-Range of School/College:	Areas of Responsibility:
Mixed/Single sex:	Dates From-To:
Number on Roll:	Age range taught
Reason for leaving	

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Name, Type, Age-Range of School/College:	Areas of Responsibility:
Mixed/Single sex:	Dates From-To:
Number on Roll:	Age range taught
Reason for leaving	

Inservice Training: Please list relevant courses of longer than one day's duration attended over the last 5 years

Dates of Course	Length of course	Details of Course	Provider

I.4 GAPS IN EMPLOYMENT HISTORY

Please account below for any gaps in your employment history since leaving full-time education. You should also account for any gaps in between for example a one year gap between leaving school and starting university

Reason	From	Until

2. ESSENTIAL CRITERIA FOR APPOINTMENT TO THIS POST

This section of the application form asks you to provide the evidence that you meet the essential criteria for this post set out in the first part of the personnel specification. Please read the statement of the essential criteria before you begin and provide specific employment/experience details

Professional Qualifications

- A qualified teacher who is recognised by the Department of Education for Northern Ireland, eligible to teach in Northern Ireland and either registered with or able to be registered with the GTCNI
- Primary trained

Experience

- A minimum of 1 year's experience as at June 2017 in teaching the NI Curriculum at Key Stage 1

Knowledge/Skills

- Clear knowledge and understanding of the NI Primary Curriculum
- Knowledge of current educational activities to promote effective learning and teaching and high standards of achievement in KSI
- Experience of developing children's social, emotional and cultural development

Qualities/Ethos

- Evidence of an understanding of and commitment to the aims and ethos of integrated education
- Commitment to a caring, child-centred approach and an understanding of the individual needs of children
- Evidence of skills that would add to the extracurricular life of the school and willingness to use them

3. DESIRABLE CRITERIA FOR APPOINTMENT TO THIS POST

In this section, you are asked to provide the evidence that demonstrates that you meet those of the desirable criteria for this post set out in the personnel specification which you have not already addressed in your application. Please read the statement of these criteria again before you begin.:

EXPERIENCE

- Experience of teaching Primary 4
- Experience of teaching in an integrated primary school

KNOWLEDGE AND SKILLS

Evidence of the ability to integrate ICT into learning and teaching

Knowledge of Assessment Manager and assessment through the key stages

Knowledge of a range of strategies for teaching children with Special Educational Needs

Knowledge of a range of strategies for teaching children with Newcomer (English as an additional language)

Experience of and willingness to participate in extra-curricular activities

QUALITIES/ETHOS

- Commitment to challenging racism, sectarianism and bullying
- Commitment to continued professional development and dissemination of good practice
- Ability to establish and sustain effective working relationships with children, staff, parents, governors and the wider community

INTERPERSONAL SKILLS

- Ability to motivate and enthuse pupils and staff
- Commitment to lifelong learning

4.REFERENCES

Please provide the names, home addresses and contact details, including e-mail addresses, of two people who are familiar with the quality of the work you do and are willing to provide the appointing panel with references. One of these should be someone who is well informed about the work you do in your present post. The consent of those you name as referees should be secured beforehand. References must not be supplied by relatives.

	Referee 1	Referee 2
Name		
Occupation		
Address		
Telephone number		
E-mail address		

5.PERSONAL STATEMENTS

Please answer the following questions, note the statement of the conditions to be met before any appointment can be confirmed and then sign and date the application form.

5.1 HEALTH

Are you a registered disabled person? YES / NO

If you are so registered, what is your registration number?.....

Have you ever had any serious illness, disease or major operation? YES / NO

If you have answered YES, please provide brief details, including dates

.....

5.2 CRIMINAL RECORDS

Posts involving work with children and young people in educational establishments are subject to the provisions of the Safeguarding Vulnerable Groups(NI) Order 2007.

Have you committed any criminal offences, including road traffic offences, about which the Board of Governors should be aware? **YES / NO**

If you have answered YES, please provide brief details

.....

Are there any such offences pending? **YES / NO**

If you have answered YES, please provide brief details

.....
.....
.....

Is there any reason why you would not be suitable to work with children or young people? **YES / NO**

CONDITIONS OF APPOINTMENT

If the appointing panel offers the post to one of the candidates and he or she accepts, the appointment will not be confirmed until

- a criminal records check has been satisfactorily completed ;
- an enhanced disclosure check which is required by the Safeguarding of Vulnerable Groups (NI) Order 2007 and currently costs £30; and
- the successful candidate has been given a medical examination by a qualified doctor nominated and paid for by the Board of Governors which establishes that, in the opinion of this doctor, the candidate is physically and psychologically fit to take on the duties and responsibilities associated with the post

CONCLUDING STATEMENT

I confirm that

- I wish to be considered for appointment to this post
- I have read and understood the job description and personnel specification for the post
- I have completed the application in full
- I have completed and enclosed the equal opportunities monitoring questionnaire
- All the statements made in this application form are accurate and true
- I have read and understood the conditions of appointment set out above
- I have attached a passport-sized photograph of myself to the cover page of the application
- I am physically and legally able to discharge satisfactorily the duties of the post for which I have applied.
- I agree to undergo a medical examination, if requested.

I also enclose the Monitoring Questionnaire.

Signature :	Date :
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Only signed applications will be deemed as valid

Closing date for receipt of completed application is 12 noon on Monday 19 June 2017
Only hard copy completed application forms delivered by post or by hand will be accepted.

Please return completed application forms to:

Chairman, Board of Governors
 Oakgrove Integrated Primary School and Nursery
 19 Limavady Road
 Derry~Londonderry
 BT47 6JY

OAKGROVE INTEGRATED PRIMARY SCHOOL AND NURSERY

PRIVATE & CONFIDENTIAL

REF NO:TI 2016

EQUALITY OF OPPORTUNITY

We are striving to become an Equal Opportunities employer. We do not discriminate on grounds of sex, marital status, disability, ethnic origin, religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job.

To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our employees, as required by the Fair Employment Act 1989.

PLEASE COMPLETE THE FOLLOWING SECTIONS: TICK BOXES AS APPROPRIATE.

1. SEX:	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Divorced	<input type="checkbox"/>
2. MARITAL STATUS:	Single	<input type="checkbox"/>	Married	<input type="checkbox"/>	Widowed	<input type="checkbox"/>
	Other	<input type="checkbox"/>				
3. DISABILITY:	Disability is defined as a physical or mental impairment which has a substantial and long term Adverse effect on the individual's ability to carry out normal day to day activities.					
	Do you consider that you have such a disability? Yes <input type="checkbox"/> No <input type="checkbox"/>					
	If "YES", please indicate the nature of your disability by ticking the appropriate box(es).					
	Mobility	<input type="checkbox"/>	Learning	<input type="checkbox"/>	Vision	<input type="checkbox"/>
	Hearing	<input type="checkbox"/>	Speech	<input type="checkbox"/>	Psychiatric/Mental	<input type="checkbox"/>
	Dexterity/Co-Ordination		<input type="checkbox"/>			
	Other (Please Specify)					
4. ETHNIC ORIGIN	White	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Black African	<input type="checkbox"/>
	Irish Traveller	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Black Caribbean	<input type="checkbox"/>
	Pakistani/Bangladeshi		<input type="checkbox"/>			
	Other (Please Specify)					
Regardless of whether we practice our religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below.						
I am a member of the Protestant community						<input type="checkbox"/>
I am a member of the Roman Catholic community						<input type="checkbox"/>
I am a member of neither the Protestant or Roman Catholic Community						<input type="checkbox"/>

If you do not complete this questionnaire, we are encouraged to use the 'residuary' method which means that we can make a determination on the basis of personal information on file.

Note It is not compulsory for you to answer the above questions. However, we would stress that it is a criminal offence under the legislation for a person to "give false information in connection with the preparation of a monitoring return".