

**Please complete in full in black ink or typescript. All questions must be answered. No additional information pages or CV will be accepted. Candidates should show explicitly in their Application how they consider that they meet the essential and desirable criteria of the Personnel specification.**

**Application Form for the post of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| 1. **PERSONAL DETAILS** | | | | | | | |
| **TITLE:** |  | | | | | | |
| **SURNAME:** |  | | | | | | |
| **FORENAME:** |  | | | | | | |
| **NAT INS NO:** | | |  | | | | |
| **CORRESPONDENCE ADDRESS:** | | | | |  | | |
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| **POSTCODE:** | |  | | | | | |
| **HOME TEL NO:** | | | |  | | | |
| **WORK TEL NO:** | | | |  | | **MOBILE TEL NO:** |  |
| **EMAIL ADDRESS:** | | | |  | |  |  |
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| 1. **EDUCATION/EXAMINATION RECORD** | | | |
| **Type of School/College/University** | **From** | **To** | **Qualifications Obtained (including grades)**  (State degree classification and main subject) |
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| 1. **CURRENT EDUCATION** | | | | |
| **Type of School/College/University** | **From** | | **To** | **Qualifications (State main subjects**) |
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| 1. **EMPLOYMENT HISTORY** | | | | |
| **Establishment** | **From** | **To** | | **Duties** |
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| **5. OUTLINE HOW YOU FULFILL THE ESSENTIAL CRITERIA. (Reference should be made to the details of the post advertised).** |
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| **6. OUTLINE HOW YOU FULFILL THE DESIRABLE CRITERIA. (Reference should be made to the details of the post advertised).** |
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| **7. CONSIDERING PREVIOUS EXPERIENCES/QUALIFICATIONS STATE ANY RELEVANT INFORMATION IN SUPPORT OF YOUR APPLICATION. (Reference should be made to the details of the post advertised).** |

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| **8. REFERENCES**  Please give names, addresses and telephone numbers of two persons willing to give references. One of these referees should be your present employer. | | | | | | | | | |
| 1. | Professional Referee | | |  | 2. | Character Referee |  | | |
|  |  | | | *(name)* |  |  | *(name)* | | |
|  | Occupation |  | | |  | Occupation | |  | |
|  | Address  *Inc Postcode* | |  | |  | Address  *Inc Postcode* | | |  |
|  |  | | | |  |  | | | |
|  |  | | | |  |  | | | |
|  | Phone |  | | |  | Phone | |  | |
|  | Email |  | | |  | Email | |  | |
|  | | | | | | | | | |
| ***NB: REFERENCES MUST NOT BE SUBMITTED WITH THIS APPLICATION FORM*** | | | | | | | | | |

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| **9. CRIMINAL RECORD DETAILS – Please ensure you complete this section carefully** |
| **NB: The Board of Governors has a responsibility to check whether persons who apply for posts have a criminal record. In order for the Board of Governors to fulfil this responsibility, you are required on this form to declare any criminal convictions you may have. This post is exempt from the provisions of the Rehabilitation of Offenders (Exceptions) Order 1979 which means you are not entitled to withhold information about convictions. It is important to note therefore that all bind-overs, cautions or convictions must be declared including those otherwise considered as ‘spent’. The fact that a person has a criminal record does not automatically render him or her unsuitable for the post. You should be advised that the above includes DRIVING OFFENCES AND ABSOLUTE DISCHARGES. A candidate found to have failed to declare any of the above will be liable to disqualification or if appointed to dismissal. Any information given will be completely confidential.** |
| **Have you been convicted in a court for law of any criminal offence?** (See note above) **YES** **NO**  Please give details including nature of offences(s), sentence(s) and date(s). |
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| **10. RELATIONSHIP TO A MEMBER OF THE BOARD OF GOVERNORS**  If you are aware that you are related to a member of the Board of Governors, please give the names of the relative(s) and the relationship to you: |

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| **11. DECLARATION:** | | | |
| 1. The foregoing particulars are complete and correct to the best of my knowledge and belief. 2. I have not canvassed any member of the Board of Governors nor sought anyone to canvass on my behalf. | | | |
| **Signature:** |  | **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. | | | |
| Applications should be returned to the Principal, by email, to [admin@assumption.ballynahinch.ni.sch.uk](mailto:admin@assumption.ballynahinch.ni.sch.uk) .  **Closing date for applications:**  **9.30 am on Wednesday 24 September 2025.**  **THE PANEL RESERVES THE RIGHT TO ENHANCE CRITERIA.** | | | |