

APPLICATION FOR TEACHING POST: TEACHER OF SPANISH (Part-Time Temporary)



Please complete in full in typescript or black ink. All questions must be answered. CANDIDATES SHOULD NOTE THAT ONLY THIS APPLICATION FORM WILL BE USED FOR SHORTLISTING PURPOSES. IT IS THEREFORE ESSENTIAL THAT ALL RELEVANT INFORMATION IS INCLUDED ON THE FORM ITSELF.

PERSONAL DETAILS

TITLE:	_____		
SURNAME:	_____		
FORENAME:	_____		
TR NO:	_____	GTCNI NO:	_____
NAT INS NO:	_____		
HOME ADDRESS:	_____		
		POSTCODE:	_____
HOME TEL NO:	_____	MOBILE TEL NO:	_____
EMAIL ADDRESS:	_____		
Are you eligible to work in UK?	Yes / No		

The School welcomes applications from people with disabilities. If you have a disability which requires special arrangements for interview, please specify below the assistance you require:

EDUCATION/EXAMINATION RECORD

Post Primary School	From	To	Qualifications obtained Subjects and Grades (commencing with A-levels or equivalent)

THIRD LEVEL EDUCATION

University/College	From	To	Qualifications obtained (Degrees/Diplomas, specify Class/Division) Main and Subsidiary Subjects

TEACHING EXPERIENCE

Name & Address of School	Date of Appointment		Post Held & Main Duties Specify subject(s), class(es) or year group(s) taught and reasons for leaving. Indicate teaching practice experience where appropriate (All gaps in employment must be accounted for).
	From	To	

RESPONSIBILITY DETAILS

Promotion Allowances/Responsibility Points	Dates of Promotions		Main Duties
	From	To	

Any voluntary responsibilities currently undertaken within school.

ADDITIONAL SUBJECT: QUALIFICATIONS/EXPERIENCE

Indicate precisely your Qualifications and Experience in any second subject in which you have expertise.

Are you willing to contribute to the Catholic Ethos? YES/NO
(please delete as applicable)

IN-SERVICE TRAINING (INSET/relevant non-award bearing courses taken in the last 3 years)

	From	To

NON TEACHING EXPERIENCE

Employer	Job Title	Date of Appointment		Main Duties & Reason for Leaving
		From	To	

Please account for any gaps in employment history to date

QUALIFICATIONS AND EXPERIENCE - Please outline how you fulfil the essential and desirable criteria for Qualifications/Training and Experience/Knowledge up to a maximum of 500 words combined across sections (a) and (b). It is up to the candidate how the word limit is balanced between each section. (Reference should be made to the details of the post advertised.)

a) ESSENTIAL CRITERIA

b) DESIRABLE CRITERIA

SKILLS AND PERSONAL QUALITIES

In no more than 300 words, provide examples of how you meet the Skills and Personal Qualities required for this post.

ADDITIONAL INFORMATION

Please detail below any other information (personal interests, involvement in your local church, leisure activities, voluntary or paid work outside teaching or any other matters not already mentioned) which is of relevance to this application.

REFERENCES

Please give names, addresses and telephone numbers of two referees, one of whom **MUST** be your present Principal who can comment on your suitability to work with children/young people in an educational setting. The other should act as a character referee. Prior consent of both referees should be obtained.

1. Professional Referee

Name _____

Occupation _____

Address _____

Post Code _____ Tel No. _____

E-mail address _____

2. Character Referee

Name _____

Occupation _____

Address _____

Post Code _____ Tel No. _____

E-mail Address _____

REFERENCES MUST NOT BE SUBMITTED WITH THIS APPLICATION FORM

CHILD PROTECTION

This post is a 'regulated position' as defined under POCVA (NI) Order 2003. Is there any reason why you would not be suitable to work with children/young people in an educational setting?

CRIMINAL RECORD DETAILS - Please ensure you complete this section carefully

N.B. The Board of Governors has a responsibility to check whether persons who apply for teaching 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.

Have you been convicted in a court of law of any criminal offence? (See note above)

YES

NO

If so, please give details (including nature of offence(s), sentence(s) and date(s)).

If you are aware that you are related to a member of the Board of Governors, please give the name of the relative and relationship to you:

Where did you find out about this job? Please tick.

Irish News

Derry Journal

Belfast Telegraph

Online NI Jobfinder

Word of Mouth

GBA

Other (Please state)

DECLARATION

- I have read the College Statement of Vision and Aims and, if appointed, would fully commit myself to the Catholic Ethos of the college and the implementation of the school vision.
- I am not suffering from any health condition which would affect my carrying out the duties of this post.
- I have no objection to my present or previous employer being consulted.
- I am willing for the college to request a criminal records check in the interests of Child Protection.
- I have not canvassed any member of the Board of Governors of Lumen Christi College nor sought anyone to canvas on my behalf.

Usual Signature of applicant: _____ Date _____

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.

**THE PANEL RESERVES THE RIGHT TO ENHANCE CRITERIA.
WE ARE AN EQUAL OPPORTUNITY EMPLOYER.**

Interviewees will be asked to bring photographic proof of identity, ie. passport, driving licence. Before confirmation of appointment, candidates will be required to present proof of claimed qualifications. This should be by sight of originals or by confirmation with the accrediting authority if originals have been lost.

Completed application forms should be returned by hand, post or email to:

**Principal's PA, Mrs F McLaughlin
Lumen Christi College
Bishop Street
Derry
BT48 6UJ**

fmclaughlin109@c2ken.net

to arrive no later than 12.00 noon on Friday 3rd May 2024.