

Job reference number _____

Applicant reference _____
(Office Use)

APPLICATION FORM

Thank you for your interest. This Application Form should be completed in full using **BLACK INK**. Applicants will be assessed only on the information provided in the Application Form. **Curriculum Vitae MUST NOT be submitted with your application.** Failure to fully complete the Application Form may cause your application to be rejected.

Job applied for _____

PERSONAL DETAILS

1. Last name _____

2. First names _____

3. Title (Mr., Mrs., Ms, etc) _____ 4. Date of birth _____

5. Home address _____

6. Post Code _____ 7. National Insurance No: _____

8. Telephone _____
(Home) (Work)

May we contact you at work? YES/NO

Please return this form to

The Monitoring Officer

CANVASSING WILL DISQUALIFY

9. EDUCATION

A. Please give full particulars of all secondary level educational qualifications.

Level Attained	Subjects Passed	Grade	Year

B. Please give full particulars of all further educational qualifications.

Degree/Diploma/Certificate	Month/Year Obtained

C. Please specify any professional qualifications, Membership obtained including dates awarded.

Name of Professional Body	Part No. with date and result

D. Additional Qualifications, Training and Apprenticeships relevant to this post (with dates including any in progress)

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**10. EMPLOYMENT HISTORY
PRESENT POST**

Name and Address of Present Employer: _____

Date Appointed _____ Present Salary _____

Job Title _____ Notice _____

Principal duties of present post

**11. EMPLOYMENT HISTORY
PREVIOUS POSTS**

Please list all your work history BEGINNING WITH THE MOST RECENT POSITION. If work is part time or voluntary, please indicate. A continuation sheet may be attached if necessary.

Dates FROM TO Years & Months	Names and Addresses of Employer	Post held and brief outline of main duties

12. JOB RELATED EXPERIENCE

Applicants must indicate how their experience to date meets the requirements of the Job Description and fulfils the criteria contained in the Person Specification. Experience gained outside the workplace may be included. Please continue on a separate sheet if necessary.

16. REFERENCES

Please give the names and addresses of two persons not related to you from whom references may be sought. One of these MUST be your present or a past employer who has knowledge of you in a work situation and is able to comment on your ability to carry out the particular tasks of the job which you have applied for. Candidates applying for their first job should give the name and address of their Head Teacher or a Lecturer.

1.	2.
Name	Name
Address	Address
.....
.....
Tel. No.	Tel. No.
Occupation	Occupation

If you have not named your current employer (or if unemployed your previous employer) please state why.

Please note that references will only be sought post interview if the panel is considering offering you an appointment.

I hereby declare that to the best of my knowledge the above information is true and accurate.

Signed: _____ Date: _____

NOTE: A CANDIDATE FOUND TO HAVE KNOWLINGLY GIVEN FALSE INFORMATION, OR TO HAVE WILFULLY SUPPRESSED ANY MATERIAL FACT, MAY BE LIABLE TO DISQUALIFICATION OR, IF APPOINTED, TO DISMISSAL.

PLEASE ENSURE THAT YOU COMPLETE IN FULL THE ATTACHED MONITORING QUESTIONNAIRE. FAILURE TO DO SO MAY RESULT IN YOUR APPLICATION BEING REJECTED.

REFERENCE NO _____

MONITORING QUESTIONNAIRE

We are an Equal Opportunities Employer. We do not discriminate on grounds of 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 we need to monitor the community background of applicants for appointment and our employees as required by the Fair Employment (NI) Order 1998.

PLEASE ANSWER BOTH SECTIONS

SECTION A:

Regardless of whether we practice 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

I am a member of the Roman Catholic community

I am a member of neither the Protestant nor Roman Catholic community

SECTION B:

I AM A MALE

I AM A FEMALE

If you do not complete Section A of 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/application form.

Note: it is a criminal offence under the legislation for a person to "give false information in connection with the preparation of the monitoring return".