



The Royal School Dungannon

Application Form – SENIOR CLERICAL OFFICER

Applicants should refer to the Job Specification before completing this form. Applicants must ensure that they provide sufficient information on the form to enable the selection panel to assess their eligibility for consideration in terms of the stated criteria. Failure to do so will result in the form being rejected. To facilitate photocopying, please complete in black ink or typescript. Curriculum Vitae must not be submitted.

APPLICATION FOR: SENIOR CLERICAL OFFICER VACANCY NO: SCO19	ROYAL SCHOOL DUNGANNON
Date of Application	Closing Date for Receipt First Post on Wed 17th April, 2019

Completed Application Forms must be received by Wednesday 17th April 2019. Application Forms received after the closing time will not be considered. Please E-mail Application Forms to: dwheeler789@c2kni.net Please note a signed hard paper copy must also be sent to the School by the closing date stated above.

1. **Personal Details** (please complete in block capitals) Please underline the name by which you are known

Surname	Forenames
Title (Dr, Mr, Mrs, Miss, Ms)	
Address	
Email address	Postcode
Telephone No. Home:	Telephone No. Place of Work:
Telephone No. Mobile:	Teacher's Reference Number (if applicable)
National Insurance Number	
Do you possess a minimum of 5 GCSE's (Grades A* to C) or equivalent	YES / NO
Do you possess a higher qualification in Business/ Administration of Finance?	YES / NO
Do you have a minimum of one year's experience working in an administrative role in an office environment to include the practical use of computers? If so, please indicate the relevant years of experience to date and give details	

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

Notice to terminate your present employment _____ months

2. Secondary / Further Education

Dates Obtained	Senior Certificate / GCE ('O' Level) GCSE Subjects & Grades	Dates Obtained	'A' Level (incl. Grades)

3. Additional Qualifications

Please give details of relevant office qualifications to include Word Processing, use of Microsoft products such as Excel, Access etc and other relevant Diplomas, Certificates or Membership of Professional Bodies.

Date of Course		Name of Awarding or Examining Body	Grade and nature of Award	Qualification
From	To			

4. In-Service or other Training Courses

Please give details of relevant courses attended, including provider, dates and brief description of course.

5. Present Post

Name and address of current employer	
Type of Establishment	Temporary/Permanent (delete as appropriate)
Date of appointment to post (Day/Month/Year) / /	Present Salary (£)
Present Post	
Outline details of current duties undertaken and how they may be relevant to the post as advertised	

6. Previous Employment History

Name and Address of Employer	Post Held and Duties Attached to Post	Salary	Dates	
			From	To

7. Gaps in Employment History

Please account below for any gaps in your employment history since leaving full time education.

8. Relevant Additional Information

SHORTLISTING WILL BE BASED SOLELY UPON THE INFORMATION PROVIDED IN THIS APPLICATION FORM. YOU ARE ADVISED TO USE THE SPACE BELOW TO EXPLAIN HOW YOU MEET THE **ESSENTIAL AND DESIRABLE CRITERIA** FOR THE POST AND INCLUDE ANY OTHER INFORMATION OF RELEVANCE.

9. References

Please give the names and addresses of two referees able to comment upon your professional competence. At least one of the referees must be a current or previous employer who is able to comment upon your suitability to work with children/young people. References may not be sought from any member of the Board of Governors of the Royal School Dungannon. **Prior consent of referees must be obtained for this particular post.** References must not be submitted by the applicant.

Name	Position	Address	Email & Telephone No.

10. 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?

11. Declaration by Applicant

I hereby certify and declare that:

- a. I have read the documentation provided in relation to the position for which I now make application and I declare that the information supplied by me in this application is correct to the best of my knowledge and belief. I acknowledge that, if I am appointed to the position now sought, statements of material fact herein subsequently discovered to be untrue may be considered by the Board as sufficient grounds to warrant termination of my appointment on the grounds of misconduct.
- b. I have not, in any manner, canvassed any member of the Board of Governors or officers of the Royal School Dungannon, nor sought for, or consented to, any manner of canvassing to be undertaken on my behalf and that, from the date hereof, I will not undertake, seek or consent to any such canvassing.
- c. The information on this form is required for the purpose of processing this application. The information is covered by the provisions of the Data Protection Act 1998. I understand that my signature is authorisation for the Board of Governors to process and retain the information for the purpose stated.
- d. I am not suffering from any disability, physical or legal, which would prevent the satisfactory discharge of the duties of the post for which I have applied.
- e. I understand that this post is exempt from the provision of the Rehabilitation of Offenders (Northern Ireland) Order 1978.
- f. In the event of my application being successful, I consent to a check being made with AccessNI to determine if there is any record of convictions, cautions or bind-overs against me.

Signature of Applicant: _____ Date: _____

The completed Application Form and Equal Opportunities Form should be returned by the date and time shown at the top of the form to the **"The Headmaster's Secretary, The Royal School Dungannon, 2 Ranfurly Road, Dungannon, Co Tyrone, BT71 6EG"** and clearly marked **"SCO19"**

LATE APPLICATIONS WILL NOT BE CONSIDERED.