**Portadown Integrated Nursery and Primary School**

**Application for a Classroom Assistant Post**

**Applicants must ensure that they provide sufficient information on the form to enable the selection panel to assess their eligibility for consideration. 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.**

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| Combined Classroom Assistant (one academic year, with possible extension) | School:  PORTADOWN INTEGRATED PRIMARY SCHOOL |
| Date of Application | Closing Date  for Receipt 4th January 2022 at 12.00noon |

1. **Personal Details**(please complete in block capitals)

|  |  |
| --- | --- |
| Surname | Forenames |
| Title () | |
| Address | |
|  | |
| Postcode | |
| Telephone No. Home: | Telephone No. Place of Work: |
| National Insurance Number | |
| Are you eligible to work in UK? | |
| 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: | |
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| Notice to terminate your present employment \_\_\_\_\_\_\_\_\_ months | |

1. **Education**

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| --- | --- | --- | --- | --- | --- |
| **Child Care/Classroom assistant qualifications** | | | | | |
| Full Title of Course undertaken | Level of Exam | Examining Body | Grade obtained | Month/Year obtained | Month/Year expected |
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| **Post Primary School Education (GCSE or GCE qualifications)** | | | | | |
| **Full Title of Course undertaken** | **Level of Exam** | **Examining Body** | **Grade obtained** | **Month/Year obtained** | **Month/Year expected** |
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1. **Additional Qualifications**

Please give details of Post-Primary Degrees, Diplomas, Certificates or Membership of Professional Examining Bodies.

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

**In-Service or other Training Courses**

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

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1. **Present Employment**

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| Name and Address of employer | Position | Dates (dd/mm/yy) | | Reason for leaving |
| From | To |
|  |  |  |  |  |
| Notice required | Salary | Duties and Responsibilities | | |
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**8.**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Classroom Assistant/Childcare Experience (Detail experience in order beginning with current) | | | | | | | |
| Name and Address of Employer  (e.g. Crèche, school) | Type of assistant including type of children worked with (e.g. Toddlers, Special needs, Babies) | Dates | | Paid, voluntary or training placement | Ages of children worked with | Number of children worked with | Reason for leaving |
| **From**  (dd/mm/yy) | **To**  (dd/mm/yy) |
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| **Employment** | | | | | |
| Other non-child related employment | | | | | |
| Name and Address of Employer | Type of work | Dates (dd/mm/yy) | | Main duties and responsibilities | Reason for leaving |
| From | To |
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**10. Gaps in Employment History**

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

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**11. Response to Personnel Specification**

You must complete this section of the application form, giving examples of your experience and attainments which demonstrate how and to what extent you meet the essential (and, as applicable, desirable) criteria set out on the Personnel Specification. Your examples can be drawn from any aspect of your experience – education, work, social activities, etc but they must be factual examples of things you have actually done.

You must ensure you provide sufficient information on the application form to enable the Selection Panel to assess your eligibility. **Failure to do will result in your application being rejected.**

**Essential Criteria**

**Desirable Criteria**

**12. 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 person involved in the selection process or any member of the Board of Governors of the school. **Prior consent of referees must be obtained for this particular post.** References must not be submitted by the applicant.

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| --- | --- | --- | --- |
| **Name** | **Position** | **Address** | **Telephone No.** |
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The Board of Governors will seek references from present/previous employers

**13. Child Protection** (This post involves regulated activity as defined under Safeguarding Vulnerable Groups (NI) Order 2007

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| Is there any reason why you would not be suitable to work with children/young people in an educational setting? |
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**14. Declaration by Applicant**

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| I hereby certify and declare that:   * 1. I have read the Terms and Conditions of Appointment pertaining 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 of Governors as sufficient grounds to warrant termination of my appointment on the grounds of misconduct.   2. I have not, in any manner, canvassed any member of the Board of Governors, 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.   3. The information on this form is required for the purpose of processing your application. The information is covered by the provisions of the Data Protection Act 1998. I understand that my signature is authorisation for the school to process and retain the information for the purpose stated.   4. 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. The school strictly follows the Access NI Code of Practice, available to view at www.dojni.gov.uk/accessni.   Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  The completed form, accompanied by the Monitoring form should be returned by the date and time shown at the top of the form to Portadown Integrated Primary School. 1 Kernan Road, Portadown, County Armagh BT63 5RR |