**DELETION OF ANY FIELD WILL INVALIDATE THIS APPLICATION**

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| **Position Advertised** | **Name and Address of School** | **School Roll Number** |
| **Vice Principal** | **Portadown Integrated Nursery and Primary School**  **1 Kernan Road, Portadown BT63 5RR** | **506-6553** |

**Applicants, please note:**

1. This Application Form should be emailed to info@pipsonline.co.uk

1. The completed Application Form must arrive at the dedicated email address on or before the 6th January 2022 at 3.00pm. Late applications will neither be accepted nor considered.
2. Canvassing will disqualify.

4 Please do notenclose/attach a Curriculum Vitae.

5 Do not enclose a separate letter of application or copies of certificates.

6 The successful candidate will be required to present original documents in relation to teaching/other qualifications prior to appointment.

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| **For office use only** | **Received by:** | **Date:** | **Time:** |
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**Data Protection - Privacy Notice:**

*All personal information provided on this Application Form will be stored securely by the Board of Governors and will be used solely for the purposes of the recruitment process. In the case of a successful candidate, the information will be retained for the duration of employment and a minimum of one year thereafter.  Personal information will be disclosed only to the Interview Panel, and will not be disclosed to any other external third party without your consent, except where necessary to comply with statutory requirements or seeking references. You may, at any time, make a request for access to the information held about you as outlined.  Should you wish to make any changes, or erasures to any of the information stored about you within the relevant retention period, please contact the Board of Governors at the above address.*

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| **Applicant’s Personal Details** | | | | | |
| **Name (*as per Teaching Council Register*)** |  | | | | |
| **Correspondence Address**  **Address Line 1:** | | | **Mobile Number** | |  |
| **Address Line 2:** | | |
| **Address Line 3:** | | | **E-mail Address** | |  |
| **Postcode:** | | |
| **Qualification to Teach at Primary Level** | | | | | |
| **Qualification(s)** | | **Awarding University, College or Institute** | | **Final results received:**  **Day/Month/Year** | |
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| **GENERAL TEACHING COUNCIL NORTHERN IRELAND** | | | | | |
| **Registration Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | |

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| **Details of Academic Qualifications –** most recent first  Include under- graduate & post-graduate qualifications. The successful candidate will be asked to present original documents | | | | | | |
| Qualification | | **Awarding University, College or Institute** | | **Length of Course** | **Final results received:**  **Day/Month/Year** | |
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| Teaching Experience - most recent first (if necessary expand the section or use additional pages if completing in handwritten format). |  | |  | | |  |
| School Name &  Address | Dates of service  in the school | | Position(s) held | | | Dates  (Please provide precise dates) |
|  |  | |  | | | From:  To: |
|  |  | |  | | | From:  To: |
|  |  | |  | | | From:  To: |
|  |  | |  | | | From:  To: |
|  |  | |  | | | From:  To: |

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| Leadership and Management/Post(s) of Responsibility Held – Most recent first | | | |
| School Name | Address | Position(s) held | Dates |
|  |  |  | From:  To: |
|  |  |  | From:  To: |
|  |  |  | From:  To: |
|  |  |  | From:  To: |
| Other Relevant employment experience - most recent first | | | |
| Employer/Project | Position | Duties | Dates |
|  |  |  | From:  To: |
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| Additional qualifications | | | | |
| **College(s)** | **Qualification** | | **Year of Award** | **Modules Studied** |
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| Other relevant, non-accredited courses – most recent first: | | | | |
| **Course Provider** | **Duration and Year of Study** | | | **Modules Studied** |
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| Are A areas of special interest – curricular /other | | | | | |
| Area | | | Expertise/Experience | | |
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| Guidance for the Completion of the following Competency Section |
| Under each Criteria, please demonstrate your experience, achievements, skills and qualities required for the position of Vice Principal. Please illustrate with examples.  Boxes may be expanded as required. |

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| **Essential Criteria 1 and 2**  Please show explicitlyhow you meet each criteria. |
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| **ESSENTIAL CRITERIA 3**  Demonstrate with examples, your experience/key achievements to date under this criterion. |
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| **ESSENTIAL CRITERIA 4**  Demonstrate with examples, how you meet the requirements of this this criterion. |
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| **DESIRABLE CRITERIA 1**  Demonstrate with examples, your experience/key achievements to date under this criterion. |
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| **Names & Contact Details of Referees\*** | | | |
| **Referee 1** | | **Referee 2** | |
| Name |  | Name |  |
| Role |  | Role |  |
| Address |  | Address |  |
| Tel. Number |  | Tel. Number |  |

**\*Please Note:**

1. Only those referees who know you in a professional capacity should be included. Three names should be provided.
2. Close relatives and friends **should not** be listed as referees.
3. Referees will be contacted by a nominated Interview Board member. If the current employer (*where applicable*) is not named as a referee, the Interview Board reserves the right to seek a reference from the current employer.
4. The Interview Board in its sole discretion will determine the suitability of any reference. The Interview Board further reserves the right to seek from a candidate the names of additional referees.

I hereby declare that all the particulars furnished on this application form are true and correct to the best of my knowledge and that I am aware of the qualifications, requirements and particulars for this post, as set out in the advertisement and other relevant documentation.

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**