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Erne Integrated College

Application For Appointment – Finance and Administration Manager

Post	Finance and Administration Manager – 36.25 Hours Per Week – Permanent Full-Time		
Closing Date	Thursday 8 th February 2024	Closing Time	12.00 noon
Return	This form should be completed and returned to:		
	Erne Integrated College 5 Derrygore Road Drumcoo Enniskillen Co Fermanagh BT74 4FW		

A Curriculum Vitae or additional pages must not be submitted. Applicants must ensure they provide sufficient information on the application form to enable the selection panel to assess their eligibility for consideration. Failure to do so will result in the application being rejected. Faxed or late applications will not be accepted. **Any alterations to this form will invalidate your application.**

SECTION A – PERSONAL DETAILS

Dr/Mr/Mrs/Ms/Miss	
Forename(s)	
Surname	
Previous Surname	
Address	
Postcode	
National Insurance Number	

Contact email address	Daytime Contact Number(s)			
	(i)		(ii)	

Are you free to remain in and take up employment in the UK? Please state Yes or No	

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SECTION A – PERSONAL DETAILS (continued)

Disability	
Erne Integrated College, as part of its Equal Opportunities Policy, welcomes applications from people with disabilities.	
In accordance with the Disability Discrimination Act, a person is disabled if they have, or have had, "a physical or mental impairment which has, or has had a substantial and long-term adverse effect on their ability to carry out normal day to day activities".	
Do you have a disability that requires reasonable adjustments to be made if you are called for interview or assessment? Please state Yes or No	
If you consider yourself to have a disability, please provide any relevant information about requirements that you may have so that reasonable arrangements can be made for your attendance at interview (if shortlisted)	

References			
Please give the names and addresses of two referees, one of whom should be able to comment on your suitability to work with children/young people in an educational setting (if applicable) and/or your professional ability. Prior consent of referees should be obtained. References must not be submitted with this form. Erne Integrated College will seek references from your current/most recent employer for all posts involving 'regulated activity'.			
Referee 1		Referee 2 (current/recent employer)	
Name		Name	
Address		Address	
Postcode		Postcode	
Telephone No		Telephone No	
Email Address		Email Address	
Position Held		Position Held	
Capacity in which you (the referee) know this person.		Capacity in which you (the referee) know this person.	
Please note – Any family member or person involved in the recruitment process for the post for which you are currently applying cannot act as a referee			

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SECTION B – INFORMATION RELATING TO THE SELECTION PROCESS

Education					
Post Primary School Education (for example GCSE/GCE etc)					
Subject	Exam Level Eg. GCSE	Exam Body	Grade *	Month/Year obtained	Month/Year Expected

* Original documentary evidence will be required from the successful candidate.

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Higher Education			
Name of University or College	Dates	Qualification/Degree Awarded	If Honours, please state Class and Division*

Main/subsidiary subjects studied in each year	1 st Year	2 nd Year	3 rd Year	4 th Year

*Original documentary evidence will be required from the successful candidate.

Higher Education – Additional Qualification(s)				
Name of University or College	Dates	Qualification/Degree Awarded	If honours, state class and division	Month/Year Expected
Main/subsidiary subjects studied in each year	1 st Year	2 nd Year	3 rd Year	4 th Year

*Original documentary evidence will be required from the successful candidate.

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Employment (Current/Most Recent)			
Name and address of employer	Position	Dates From/To	Reason for leaving
Notice Required		Salary	
Duties and Responsibilities			
Previous Employment (Please list most recent first)			
Name and address of employer	Job Title/Grade Main duties and responsibilities	Dates From/To	Reason for leaving

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Transport	
Do you hold a current driving licence?	
Do you have access to a car or other suitable form of transport if necessary to meet the essential requirements of the post?	

Child Protection	
(Please note this post involves 'regulated activity' as defined under Safeguarding Vulnerable Groups (NI) Order 2007)	
Are you aware of anything in your employment or personal history which would render you unsuitable to work with children and young people? Please state Yes or No	
If Yes, please provide details below	

Gaps in Employment	
Please provide information below to explain any gaps in your employment history.	

SECTION B: INFORMATION RELATING TO THE SELECTION PROCESS (continued)

(Please complete in support of your application addressing issues you regard as relevant to the post as described in the Job Description and in the details outlined in the advertisement)

SECTION C – APPLICANT DECLARATION

I have read the terms and conditions of appointment relating to the position. I declare that I have not canvassed in any way and that the information contained in this form is true and accurate. I understand that canvassing and/or falsification of information could result in disqualification and/or dismissal.

I understand that this post is (or may be) exempt from the provision of the Rehabilitation of Offenders (NI) Order 1978. In the event of my application being successful, I consent to a check being made by Access NI, a single history disclosure body, to determine if there is any record of criminal convictions, pending prosecutions, cautions or bind-over orders against me.

I understand that the information on this form is required by Erne Integrated College for the purposes of processing my application. This information is covered by the provisions of the Data Protection Act 1998. I understand that by completing this declaration I am indicating my authorisation for Erne Integrated College to process and retain the information for the purposes stated including approaching my current/most recent employer for a reference.

Signature:		Date:	
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Please complete and return this form together with Equal Opportunities Questionnaire by the closing date advertised to the address on the front of this form.

Erne Integrated College is an Equal Opportunity Employer, committed to fairness and equality.

Fraud Prevention and Detection – Erne Integrated College is under a duty to protect the public funds it administers, and, to this end, may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.