



**Erne Integrated College  
Application For Appointment  
Classroom Assistant**

<b>Post</b>	Classroom Assistant (SENCA) 30 hours per week – Term Time Only	
<b>Closing Date</b>	Friday 27 <sup>th</sup> September 2023	<b>Closing Time</b> 12.00 noon
<b>Return:</b>	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**

<b>Dr/Mr/Mrs/Ms/Miss</b>	
<b>Forename(s)</b>	
<b>Surname</b>	
<b>Previous Surname</b>	

<b>Address</b>	
<b>Postcode</b>	

<b>National Insurance Number</b>	
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<b>Contact email address</b>	<b>Daytime Contact Number(s)</b>		
	(i)		(ii)

Are you free to remain in and take up employment in the UK? Please state <b>Yes or No</b>	
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<b>GTCNI Registration Number</b>	<b>Date of Registration (dd/mm/yy)</b> (or expected date as appropriate)
<b>Teachers Reference Number (if applicable)</b>	<b>What notice are you required to provide your present employer?</b>

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## SECTION A – PERSONAL DETAILS (continued)

<b>Disability</b>	
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 <b>Yes or No</b>	
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)	

<b>References</b>			
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 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'.			
<b>Referee 1</b>		<b>Referee 2 (Current/recent employer)</b>	
<b>Name</b>		<b>Name</b>	
<b>Address</b>		<b>Address</b>	
<b>Postcode</b>		<b>Postcode</b>	
<b>Telephone No</b>		<b>Telephone No</b>	
<b>Email Address</b>		<b>Email Address</b>	
<b>Position Held</b>		<b>Position Held</b>	
Please state capacity in which you know the referee		Please state capacity in which you know the referee	
<b>Please note</b> – Any family member or person involved in the recruitment process for the post to which you are currently applying cannot act as a referee			

**SECTION B – INFORMATION RELATING TO THE SELECTION PROCESS**

<b>Education and Training</b>					
<b>Post Primary School Education (for example: GCSE/GCE)</b>					
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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**SECTION B – INFORMATION RELATING TO THE SELECTION PROCESS (continued)**

<b>Higher Education</b>				
<b>Name of University or College</b>	<b>Dates</b>	<b>Qualification/ Degree Awarded</b>	<b>If Honours, please state Class and Division *</b>	<b>Month/Year Expected</b>

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

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

\*Original documentary evidence will be required from the successful candidate. Predicted grade/classification may be entered. If an offer of employment is made and the predicted grade/classification has been used as an essential, desirable or enhanced criterion and is NOT achieved, the offer will be withdrawn.

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## SECTION B – INFORMATION RELATING TO THE SELECTION PROCESS (continued)

Teacher Training			
College or University Department	Dates	Qualification(s) obtained	
Subjects studied during training (main subjects and other subjects)			
Has the final exam been passed?	Yes/No	If no, when is the final result expected?	

Additional Qualifications		
Name of Awarding Body	Dates	Qualification(s) obtained

Membership of Professional Bodies (if applicable)		
Name of Organisation	Dates	Qualification/membership status attained

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## SECTION B – INFORMATION RELATING TO THE SELECTION PROCESS (continued)

<b>Employment</b>			
<b>Present Teaching Employment</b>			
<b>Present Post Held</b>			
<b>School Name and Type</b>			
<b>School Address</b>			
<b>Postcode</b>		<b>Date Appointed to the School</b>	
<b>Date Appointed to Present Post</b>		<b>Temporary/Permanent?</b>	
<b>Enrolment at Present School</b>		<b>Current Point on Teacher Salary Spine</b>	
<b>Key Stage(s)/subjects(s) taught since appointment</b>			
<b>Additional Teaching Responsibility Allowance Points (if any) attached to present post (include date of award of each allowance)</b>			
<b>Other Allowances (if any) attached to present post (include date of award of each allowance)</b>			
<b>Outline Duties/Responsibilities attached to present post</b>			

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**SECTION B – INFORMATION RELATING TO THE SELECTION PROCESS (continued)**

<b>Employment continued</b>			
<b>Previous Teaching Experience (Please list most recent first)</b>			
Name and type of school	Position held (see footnote +) Key Stage/Subject(s) taught	Dates From/To	Reason for leaving

+ You must include details of salary, teaching allowances, days and hours worked each week.

If you graduated <b>since 1997</b> , please indicate if you have successfully completed the following:				
Induction	Yes/No		Date completed	
EPD	Yes/No		Date completed	
If you graduated <b>before 1997</b> , please indicate if you have successfully completed the following				
Probation	Yes/No		Date completed	

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## 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)



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

<b>Employment</b>			
<b>Non-teaching Employment (Please list most recent first)</b>			
Name and address of employer	Job Title/Grade Main duties and responsibilities	Dates From/To	Reason for leaving

<b>Child Protection</b>	
(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 that would render you unsuitable to work with children and young people? Please state <b>Yes or No</b>	
If Yes, please provide details below	

<b>Gaps in Employment</b>
Please provide information below to explain any gaps in your employment history.

<b>Transport</b>	
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?	

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**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.

<b>Signature:</b>		<b>Date:</b>	
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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.