

St. Columb's College
Buncrana Road
Derry BT48 8NH
Tel (028) 7128 5000
Fax (028) 7128 5007



Catholic Voluntary Grammar School
Enrolment 1484 Boys Age Group 11-18

e-mail: info@stcolumbs.com
URL: www.stcolumbs.com

Required for Academic Year 2017-2018

The Board of Governors of St. Columb's College invites applications to the following posts:

Full-time Temporary Posts

Post 1 – Teacher of Home Economics – required for October 2017.

Post 2 – Teacher of Mathematics – required for October 2017.

Essential Criteria

- Qualified Teacher, registered with the GTCNI and recognised by the Department of Education to teach at second level;
- Honours Degree (minimum 2:2) or equivalent in the required subject(s) or Bachelor of Education Degree with the required subject(s) as the main component.

Desirable Criteria

Preference may be given to applicants who:

- Have a higher classification of degree (or equivalent qualification) in the required subject(s);
- Have a minimum of one year's teaching experience in the delivery of the subject(s) at KS3/GCSE-level;
- Have a minimum of one year's teaching experience in the delivery of the subject(s) at A-level;
- Are able to teach another subject of the school's curriculum;
- Have competence in the use of ICT in the teaching of the subject(s).

The Board of Governors seek to appoint teachers who are able and willing to contribute to the Catholic ethos of the College and who will enrich the experiences of the pupils through participation in extra-curricular activities.

To all applicants:

The Selection Panel reserves the right to enhance criteria to facilitate a manageable shortlist.

Shortlisted applications will be held on file for similar vacancies which may arise within the next 12 months. Canvassing either directly or indirectly will disqualify applicants.

In line with our Child Protection Procedures, successful candidates are required to apply for and pay £33 to Access NI for an Enhanced Disclosure of Criminal Record Certificate.

Application Forms for the above posts are available from the College Office or on-line at www.stcolumbs.com and must be returned to the HR & Finance Manager by 3.30pm on Friday 15th September 2017.

The College is an Equal Opportunities Employer





APPLICATION FOR A TEACHING APPOINTMENT

FOR THE POST OF:	TEACHER OF HOME ECONOMICS FULL-TIME – TEMPORARY Required for October 2017
AT:	ST COLUMB'S COLLEGE

**NOTE: PLEASE COMPLETE THE APPLICATION FORM IN BLACK INK OR WORD PROCESS.
PLEASE REFER TO THE "GUIDANCE NOTES FOR COMPLETING APPLICATION FORM" AND THE
"GENERAL GUIDANCE FOR APPLICANTS".
PLEASE DO NOT ALTER THE FORMAT OF THE ORIGINAL APPLICATION FORM.
FAXED OR E-MAILED COPIES ARE NOT ACCEPTABLE.
THE DECLARATION ON PAGE 1 MUST BE SIGNED.
PLEASE PLACE THE COMPLETED EQUAL OPPORTUNITY MONITORING FORM IN A SEPARATE ENVELOPE
MARKED FOR THE ATTENTION OF THE RECRUITMENT MONITORING OFFICER and RETURN IT WITH YOUR
APPLICATION FORM.
THE COMPLETED FORM SHOULD BE RETURNED BY:
3.30 p.m. on Friday 15th September 2017 (SEE NOTE 1).
TO: THE HR & FINANCE MANAGER, ST COLUMB'S COLLEGE, BUNCRANA ROAD, DERRY, BT48 8NH.**

TITLE (Dr/Mr/Mrs/Ms/Miss)	CHRISTIAN NAME(S)
SURNAME	
HOME ADDRESS	ADDRESS FOR CORRESPONDENCE <small>(Only complete if different from home address)</small>
POST CODE DAYTIME TEL. NO. MOBILE NO.	POST CODE
E-MAIL ADDRESS	
HAVE YOU BEEN GRANTED QUALIFIED TEACHER STATUS BY THE DEPARTMENT OF EDUCATION? (See Note 2) YES <input type="checkbox"/> NO <input type="checkbox"/>	AS AN EMPLOYER WE HAVE RESPONSIBILITY UNDER THE DISABILITY DISCRIMINATION ACT. PLEASE INDICATE IF YOU REQUIRE ANY ADJUSTMENTS IN RELATION TO DISABILITY. (See Note 3)
ARE YOU REGISTERED WITH THE GENERAL TEACHING COUNCIL FOR NI? YES-REGISTRATION DATE NO-EXPECTED REGISTRATION DATE:
NATIONAL INSURANCE NUMBER	TEACHER'S REFERENCE NUMBER
IS THERE ANY REASON WHY YOU WOULD NOT BE SUITABLE TO WORK WITH CHILDREN/YOUNG PEOPLE IN AN EDUCATIONAL SETTING? (See Note 12)	
DECLARATION (See Note 15) I HAVE READ AND UNDERSTOOD THE GUIDANCE NOTES TO COMPLETING THE APPLICATION AND GENERAL GUIDANCE FOR APPLICANTS. I DECLARE THAT I HAVE NOT CANVASSED IN ANY WAY AND THAT THE INFORMATION CONTAINED IN THIS FORM OF APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.	
SIGNED: DATE:	

EDUCATION RECORD (See Note 4)

SECOND LEVEL EDUCATION

POST PRIMARY SCHOOL(S) (GIVE DATES)	EXAMINATIONS PASSED AT A-LEVEL OR EQUIVALENT (GIVE GRADE ACHIEVED IN EACH SUBJECT, LEVEL OF ENTRY AND DATE AWARDED)

HIGHER EDUCATION (See Note 7)

UNIVERSITY OR COLLEGE	QUALIFICATIONS OBTAINED (Details)
(a) Source(s) of Primary and Other Degrees or qualifications. (Give dates when enrolled at same).	Give Title of Degree(s) or qualifications, Subject(s) in Degree(s), Grades/Class and Division of Degree(s) and Date(s) when conferred.
(b) Give details of the modules/units taken in your Degree(s).	
(c) Source of Teaching Qualification (Give dates when enrolled at same).	Give Title of Diploma/Certificate, Subject(s) in same, dates when obtained and, where applicable, details re standards achieved.

HAVE YOU SUCCESSFULLY COMPLETED INDUCTION?	YES/NO.	IF "YES" DATE COMPLETED?
_____	_____	_____
NUMBER OF COMPLETED YEARS TEACHING EXPERIENCE:		
PRIMARY _____	SECONDARY _____	OTHER _____

EXPERIENCE OF TEACHING HOME ECONOMICS

Have you experience of teaching Home Economics to GCSE-level or above?	YES/NO
Give details including level, when and for how long?	

OTHER QUALIFICATIONS OR ATTAINMENTS (See Note 7)

What other subject(s) of the school's curriculum are you able to teach?
What formal qualifications and/or experience do you have in this/these subject area(s)?
Do you have any other qualifications or attainments relevant to this post?

<p>WOULD YOU BE WILLING TO ASSIST IN THE TEACHING OF RELIGION IN THE SCHOOL?</p> <p align="right">(ENTER "YES" OR "NO" IN BOX) <input type="checkbox"/></p> <p>WHAT FORMAL QUALIFICATION DO YOU HAVE TO TEACH RELIGION?</p>
<p>ARE YOU ABLE AND WILLING TO CONTRIBUTE TO THE CATHOLIC ETHOS OF THE COLLEGE AND TO ENRICH THE EXPERIENCES OF THE PUPILS THROUGH PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES?</p> <p align="right">(ENTER "YES" OR "NO" IN BOX) <input type="checkbox"/></p>

PRESENT EMPLOYMENT (IF APPLICABLE)

SCHOOL _____
 ADDRESS _____
 EMPLOYER'S NAME _____
 TELEPHONE NO. _____

GIVE A BRIEF DESCRIPTION OF DUTIES ATTACHED TO YOUR PRESENT EMPLOYMENT

EMPLOYMENT RECORD: PRESENT AND PREVIOUS EMPLOYMENT (MOST RECENT EMPLOYMENT FIRST)

PLEASE INDICATE BY MARKING * AT THE MOST RECENT POST WHERE YOU WERE WORKING WITH CHILDREN OR YOUNG PEOPLE (See Note 10 & 11)

FULL NAME OF SCHOOL/ OTHER EMPLOYMENT	NUMBER ON ROLL	POSITION HELD, SUBJECTS TAUGHT AND SALARY POINT	DATE	
			FROM	TO

PLEASE ACCOUNT FOR ANY GAPS IN YOUR EMPLOYMENT (See Note 11)

Please provide details of two referees: one Professional Referee – ideally the Principal of your current/most recent Teaching Post (or a College Tutor if a Graduate applicant) and one Character Referee - choose any person you deem suitable. The person should not be related to you in any way but may be connected with your school/employment. Prior consent must be obtained from referees. In circumstances where a referee is unavailable or information provided is incomplete, the Selection Panel reserves the right to contact any previous employer. (See Note 14)

<p>Professional Referee: (Mr/Mrs/Miss/Ms) _____</p> <p>NAME</p> <p>POSITION</p> <p>ADDRESS</p> <p>.....</p> <p>POSTCODE</p> <p>TELEPHONE</p> <p>E-MAIL</p>	<p>Character Referee: (Mr/Mrs/Miss/Ms) _____</p> <p>NAME</p> <p>POSITION</p> <p>ADDRESS</p> <p>.....</p> <p>POSTCODE.....</p> <p>TELEPHONE</p> <p>E-MAIL</p>
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HAVE YOU ANY OBJECTION TO YOUR EMPLOYERS BEING CONSULTED AT SHORTLISTING STAGE? **YES/NO**
 If you have answered "YES" to this question please give a reason:

EXPLAIN HOW YOUR TEACHING EXPERIENCE AND QUALIFICATION(S) RELATE TO THIS POST

PERSONAL STATEMENT

You may use this space to give other information in support of your application. For example, you may wish to highlight in-service training, personal interests, involvement in the life of your local church, leisure activities, voluntary or paid work outside teaching, or other matters not previously mentioned. (See Note 1)

PLEASE REFER TO THE "GUIDANCE NOTES FOR COMPLETING APPLICATION FORM" AND THE "GENERAL GUIDANCE FOR APPLICANTS"

THE COLLEGE IS AN EQUAL OPPORTUNITIES EMPLOYER



JOB DESCRIPTION

POST TITLE: TEACHER OF HOME ECONOMICS

**POST - FULL-TIME – TEMPORARY
REQUIRED FOR OCTOBER 2017**

SCHOOL: ST COLUMB’S COLLEGE

REPORTS TO: THE PRINCIPAL THROUGH THE DESIGNATED SUBJECT LEADER.

SALARY: Commensurate with qualifications and experience in accordance with the terms as set out in DE Circular No. 2000/4 and the guidance provided by the Board of Governors.

PROFESSIONAL DUTIES

The Board of Governors of St. Columb’s College requires the teacher to carry out his/her professional duties in accordance with The Terms and Conditions of Employment of a Teacher as set out in the Teachers {Terms and Conditions of Employment} Regulations [NI] 1996.

The normal duties and responsibilities will be those of a class teacher as listed {and amended from time to time} in the current edition of the Handbook for Governors and Staff. {See page 11 Notes to Applicants March 2017}.

Specific to this post the teacher is required

- 1 To teach Home Economics to all levels within his or her professional competence.
- 2 To contribute to the teaching of another subject/subjects within his or her professional competence.
- 3 To assist with such extra-curricular duties as may be reasonably be required.
- 4 To know and understand the College’s Child Protection Policy and procedures.

Official Use Only	
Year	Sept 2017
Applicant No.	
Post Ref.	Teach of HE

St. Columb's College

EQUAL OPPORTUNITIES MONITORING QUESTIONNAIRE

In order to assist with our three-Year Equality Plan and to ensure that our equal opportunities policy is being implemented effectively, St Columb's College will monitor all employees and job applicants across the equality groupings included below. In order to assist with this process, all applicants are requested to complete the following questionnaire. **Do not separate this form from your job application.** Please put it in a separate envelope and mark confidential for the attention of the Recruitment Monitoring Officer. Explanatory notes relating to the monitoring process are given overleaf.

St. Columb's College is committed to providing equality of opportunity for all job applicants regardless of their religious belief, political opinion, racial group, gender, age, marital status, sexual orientation and whether or not they possess a disability or have or do not have dependants.

Please answer the following equality-group questions by ticking the appropriate box and/or providing details as required.

Please answer the following questions by ticking the appropriate box and/or providing details as required.

- Gender:** Male Female
- Family Status:**

No caring responsibilities	<input type="checkbox"/>	Care for children	<input type="checkbox"/>
Care for other relative	<input type="checkbox"/>	Other	<input type="checkbox"/>

..... (Please specify)
- Marital Status:**

Married	<input type="checkbox"/>	Single	<input type="checkbox"/>	Divorced/Separated	<input type="checkbox"/>
Widowed	<input type="checkbox"/>	Partner	<input type="checkbox"/>	Other	<input type="checkbox"/>

..... (Please specify)
- Ethnic Origin/Race:**

Bangladeshi	<input type="checkbox"/>	Black African	<input type="checkbox"/>	Black Caribbean	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Irish Traveller	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	White	<input type="checkbox"/>	Mixed Ethnic Group	<input type="checkbox"/>
Other	<input type="checkbox"/> (please specify)				

Nationality (please specify)

- Disability:**
Under the Disability Discrimination (NI) Act 1995 (as amended) a disabled person is defined as a person with: **“A physical or mental impairment which has a substantial or long term adverse effect on their ability to carry out normal day to day activities.”**

Having read this definition, do you consider yourself to have a disability?

Yes No

- Perceived Religious Affiliation/Community Background:**
For most of us in Northern Ireland we are perceived to be from either the Protestant or Roman Catholic community. Please indicate the community to which you belong by ticking the box below
Protestant **Roman Catholic** **Neither**

- Which category best describes your age?**
 Under 18 18-34 35-54 55+

- How did you become aware of this advertisement? (Please indicate below)**

EXPLANATORY NOTES

St Columb's College is committed to providing equality of opportunity for all job applicants. These notes explain the purpose of the questionnaire, the information to be provided and the way that information will be used.

- 1 The questionnaire monitors your gender, family status/caring responsibilities, marital status, ethnic origin, disability, perceived religious affiliation/community background and age.
- 2 To ensure the confidentiality of this information, the questionnaire has been given an identifying number. Only the Monitoring Officer will be able to identify this number. Your name should not be written on this questionnaire.
- 3 The information collected on this questionnaire provides us with very useful information on the profile of individuals applying to us. The information will be used to measure the effectiveness of our Equal Opportunities Policy and will assist us to develop and review policy, practice and any required positive/affirmative action plans.
- 4 The monitoring information will form no part of the selection process and is confidential.
- 5 The information on this questionnaire will be held in a confidential and secure system which can be accessed only by our Monitoring Officer.
The monitoring system will be concerned only with statistical analyses and will not identify individuals.
- 6 **Do not separate the monitoring form from your job application.** Please put it in a separate envelope and mark Confidential for the attention of the Recruitment Monitoring Officer.

If you have any queries regarding the questionnaire, please contact the Recruitment Monitoring Officer on Tel. 02871 285000 Ext. 203

Thank you for your co-operation in completing this questionnaire.

ST COLUMB'S COLLEGE

GENERAL GUIDANCE FOR APPLICANTS

NB: NEW REQUIREMENTS IN RELATION TO CHILD PROTECTION HAVE BEEN INTRODUCED TO RECRUITMENT PROCESS.

The following notes should be read in full before an application form is completed and submitted.

APPLICATION FORMS

Completed application forms and Equal Opportunities Monitoring Questionnaire should be POSTED OR DELIVERED IN PERSON TO THE HR & FINANCE MANAGER, ST COLUMB'S COLLEGE, BUNCRANA ROAD, DERRY, BT48 8NH to be received by the specified time and date. The Board of Governors will not accept responsibility for application forms delivered by any other method. **APPLICATION FORMS RECEIVED AFTER THE CLOSING TIME AND DATE WILL NOT BE CONSIDERED.** The Equal Opportunities Questionnaire should not be separated from the application form. Please put it in a separate envelope and mark it for the attention of the Recruitment Monitoring Officer. CVs will not be read or considered.

Regardless of the number of times you have completed a questionnaire, either as a previous applicant or College employee, an Equal Opportunities Monitoring Questionnaire must be completed, in full, and returned with each application form.

Applicants should note, when returning application forms, that the correct postage for the weight and size of the envelope is required otherwise it may be delayed, possibly not meeting the closing date and therefore, be refused. The College will not be responsible for paying excess postage.

COMPLETION OF APPLICATION FORM

It is the responsibility of applicants to ensure that the application form is fully and correctly completed and signed and that all relevant information in support of their application is included. Applicants are strongly advised to consider carefully the job description and the criteria for the post and ensure that their application includes all pertinent details and demonstrates clearly how they meet the criteria for the post. Further notes are attached to assist you with completing the application form.

It should be noted that shortlisting will be based solely upon the information provided by the applicant on the form. Members of the shortlisting panel are not permitted to take into consideration information known to them personally about any applicant. CVs will not be read or considered.

The advertised qualifications and experience requirements are the minimum levels required for the post. On receipt of significant numbers of applications, enhanced/desirable shortlisting criteria may have to be applied in order to reach a manageable number of candidates.

CHILD PROTECTION

Posts which require people to work in educational institutions or in a post where there is access to children/young people are deemed to be regulated positions and are therefore subject to provisions of the Safeguarding Vulnerable Groups (NI) Order 2007.

As such, if the post for which you are applying is a regulated position, you are required to provide information on your suitability to work with children and young people. The above Order requires the Department of Education and Department of Health, Social Services & Public Safety to maintain lists of people who are unsuitable for this type of work. It is an offence for anyone whose name appears on these lists, or who is the subject of a disqualification order from the courts, to apply for, offer to do, accept or do any work paid or unpaid in a regulated position.

The recruitment and selection process has been reviewed to introduce additional safeguards against the employment of people who are unsuitable to work with children and young people.

Candidates for regulated positions will be required to provide photographic evidence of their identity at interview. This can be a driving licence, passport, electoral card or a national identity card if the person is a foreign national. You may be refused an interview if you do not comply with this requirement.

Applicants for posts in regulated positions i.e. posts involving work in educational institutions or involving access to children/young people, may be required to explain gaps in their employment history during the interview process.

For all posts, the College will carry out pre-employment vetting checks on successful applicants through ACCESSNI, Successful candidates are required to pay £33 to Access NI for an Enhanced Disclosure of Criminal Record Certificate.

REHABILITATION OF OFFENDERS

This is a Regulated position requiring an Access NI Disclosure check (www.accessni.gov.uk) and appointment to all relevant posts will be subject to satisfactory completion of a criminal record check. Our Disclosure Code of Practice and Disclosure-related Policies can be accessed at www.stcolumbs.com.

In line with the Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979 (as amended in 2014), successful applicants will be required to undertake an Access NI Disclosure check and confirmation of any job offer is dependent on obtaining an acceptable Disclosure check. Failure to reveal information that is directly relevant to this position could lead to withdrawal of any conditional offer of employment or - in the event of employment - result in dismissal or disciplinary action by the Board of Governors. Having a criminal record may not necessarily debar you from working with St. Columb's College. This will depend on the nature of the position together with the circumstances and background of your offence(s) or other information contained on a Disclosure certificate or provided directly to us by the Police.

REFERENCES

Applicants are required to provide details of two persons to whom reference may be made regarding their suitability for appointment. For regulated positions, i.e. posts involving work in educational institutions or access to children or young people, at least one of the referees should be a present or previous employer who can comment on their suitability to work with children/young people. The referees cannot be members of the selection panel for this post or members of the Board of Governors of St Columb's College. Prior consent of referees must be obtained. It should be noted that appointment to regulated positions will be conditional on receipt of satisfactory references.

DATA PROTECTION

Applicants must ensure that the details provided on the application form are correct. The data provided will be processed in accordance with the Data Protection Act 1998. The information will be used to:

- Process your application;
- Form the basis of the computerised and manual record of the recruitment and monitoring process;
- Form the basis of a computerised and manual employment record if appointed.

All forms and associated documentation will be treated in the strictest confidence. However, in the case of an applicant taking a legal case against the Board, it may be necessary to disclose information to the parties involved. The documents may also be disclosed to the Equality Commission during the course of investigations resulting from claims of discrimination.

NOTIFICATION OF SUCCESSFUL CANDIDATES

It should be noted that interviewing panels, including Boards of Governors, **recommend** candidates for appointment. Candidates are advised that a recommendation for appointment is **not** an offer of employment and must not be treated as such.

A candidate is deemed to have been offered the post **only** on receipt of a formal written offer of employment from the Principal or HR & Finance Manager and on satisfactory completion of Disclosure vetting. **Recommended candidates should take no action to terminate their current employment until they are in receipt of a formal written offer of employment from the Principal or HR & Finance Manager.**

Any recommendation for employment will be subject to the following:

- Completion of a Health Declaration Form. Upon receipt of such the College may, at its discretion, require a candidate to attend a medical examination. (If applicable).
- Satisfactory completion of the pre-employment Disclosure vetting process for regulated positions.
- Documentary evidence of eligibility to work in the UK. (If applicable).
- Receipt of Birth Certificate.
- Receipt of original documentary evidence of qualifications.

A confirmed offer of employment will only be issued following all procedural and pre-employment checks.

ST COLUMB'S COLLEGE
GUIDANCE NOTES FOR COMPLETING APPLICATION FORM

PERSONAL DETAILS

1. CVs And Additional Information

Candidates must not submit CVs or testimonials.

All relevant information must be contained within the standard application form.

If receipt of an application form is not acknowledged within seven working days of submission, applicants should contact the HR & Finance Manager to ensure that it has not gone astray.

2. Qualified Teacher Status/GTC

Candidates for Principal, Vice-Principal and Teaching posts should ensure they have indicated if they have been granted qualified status by the Department of Education and are registered with the General Teaching Council (GTC).

3. Disability

As an Equal Opportunities Employer, the Board of Governors welcomes applications from people with disabilities. The College will endeavour to make reasonable adjustments to policies and the physical environment in order to accommodate the employment of a person with a disability.

Under the Disability Discrimination (NI) Act 1995 (as amended) a disabled person is defined as a person with: *“A physical or mental impairment which has a substantial or long term adverse effect on their ability to carry out normal day to day activities.”*

If you have a disability, which means that you require special arrangements for interview, please give details in the relevant section of the application form or contact the school on 02871285000.

4. Attendance for Interview

If a candidate fails to present him or herself for interview, it will be deemed that they have withdrawn from the selection process. Interviews will not be rescheduled to facilitate candidates who are unable to attend on the agreed interviewing date by the selection panel.

Candidates who are short listed will be required to bring to interview documentary proof of qualifications, photographic ID, birth certificate and or marriage certificate.

5. Eligibility To Work in The UK

All applicants should ensure that they are free to remain in and take up employment in the UK. If you are successful in your application for this post you will be required to provide supporting documentation. (If required).

EDUCATION AND TRAINING

6. Type of School Attended

Indicate the type of school attended e.g. Secondary School, Grammar School etc.

7. Recording Qualifications

When recording qualifications please ensure that you give full and accurate details of the title and level of the qualification, the examining body and grade obtained. Please state clearly the month and year in which qualifications were obtained. If you are currently studying for, or have a qualification pending, please distinguish this clearly from completed qualifications, by deleting the word 'obtained' and give details of when you hope to attain this qualification.

A formal offer of employment is conditional on receipt of original documentary proof of qualifications.

EMPLOYMENT

8. Present/Last Employer/School

If your present or last employment was in a school, please specify the name and address of the school rather than the Board under which you are/were employed.

9. Post(s) Held

If you have held more than one post with your current/last employer, please give details of each post, including dates.

10. Salary Details

Please ensure that you give full salary details for all posts held.

For Principal, Vice-Principal and Teaching posts, please state your salary value and salary point and indicate if you are currently or have previously been in receipt of any Additional Allowances (Responsibility Points, Management Allowances, Special Needs Allowances or Recruitment and Retention Allowances).

11. Present/Previous Employment Details

Please give full details of your paid employment experience to date including the name and address of the employer, the dates of employment, job title, duties of the post and rate of pay. Voluntary experience should not be included in this section. Applicants must ensure that dates are correct and that the information is provided in date order starting with the most recent first.

Applicants must provide an explanation for gaps in employment history. Applicants for posts in regulated positions i.e. posts involving work in educational institutions or involving access to children/young people, may be required to explain gaps in their employment history during the interview process.

Candidates who have been employed in casual/irregular patterns of work (e.g. substitute teaching) should ensure they provide comprehensive details of employment dates and patterns of work.

12. Child Protection

Posts which require people to work in educational institutions or in posts where there is access to children/young people are deemed to be regulated positions and are therefore subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007. In line with our Child Protection Procedures for all posts, the College will carry out a pre-employment Disclosure vetting check pre-employment vetting checks on successful applicants through ACCESS NI. Successful candidates are required to pay £33 to Access NI for an Enhanced Disclosure of Criminal Record Certificate.

13. Relevant Experience, Knowledge And Skills

To enable the Selection Panel to assess your eligibility for consideration, you must ensure that you provide sufficient detailed information to demonstrate your suitability for this post. Please refer to the criteria stated in the job details when outlining the relevance of your experience, knowledge and skills.

14. References

You are required to provide details of two persons to whom reference may be made regarding your suitability for appointment. For regulated positions, ie posts involving work in educational institutions or access to children or young people, at least one of your referees should be a present or previous employer who can comment on your suitability to work with children/young people. Your referees cannot be related to you or a member of the selection panel for this post or members of the Board of Governors of the school to which the application is being made. Prior consent of referees must be obtained. It should be noted that appointment to regulated positions will be conditional on receipt of satisfactory references.

15. Canvassing

Canvassing means contact or communication at any time in any manner (direct, indirect, oral or written, specific or general) with a Member of the Board of Governors/Appointments Panel involved in the recruitment of the post for which you are applying which could be deemed or perceived to be for the purpose of advancing your application. This includes consent to any manner or form of canvassing being carried out on behalf of an applicant. Any applicant who is found to have approached a panel member for a post with a view to seeking favourable treatment will be disqualified. The Principal/HR & Finance Manager may be contacted about the post.

GENERAL NOTES

16. All posts are exempt from the provisions of the Rehabilitation of Offenders Order 1978. Accordingly, the College will carry out a criminal record check with ACCESSNI on prospective appointees for all posts and candidates must reveal all convictions/cautions and bindovers. Appointment to such posts will be subject to a satisfactory criminal record check.

17. The prescribed conditions regarding experience and qualifications will be investigated strictly but there is no guarantee that the eligibility of every applicant will be investigated before interviews are held. You should therefore, satisfy yourself of your eligibility before returning your application form. If you are successful, detailed enquires will be made into your eligibility for the post.

18. Candidates who are subject to immigration control should ensure that they hold a permit to work in the UK.

19. Regardless of the number of times you have completed a questionnaire, either as a previous employee or previous applicant an equal opportunities questionnaire must be completed, in full, and returned in a separate envelope with each application.