

# APPLICATION FOR ANCILLARY STAFF

**ULIDIA**  
INTEGRATED COLLEGE

Applicants must complete all sections of the form in full and should not submit a Curriculum Vitae or any additional documentation. To facilitate photocopying, please complete in black ink or typescript.

POSITION APPLIED FOR:

DATE OF APPLICATION:

CLOSING DATE FOR RECEIPT:

## 1. PERSONAL DETAILS (PLEASE COMPLETE IN BLOCK CAPITALS)

Title:

Surname:

First Name:

Date of Birth:   /   /

Place of Birth:

National Insurance Number:

Are you a national of a member country of the European Community?

Yes ☐ No ☐

Previous Surname:   
(if any)

Current Address:

Postcode:

Mobile No:

Work Phone No:

Email:

Previous Address:

Postcode:

Ulidia Integrated College welcomes applications from people with disabilities. If you have a disability which requires special arrangements for interview, please specify them below.

## 2. SECONDARY EDUCATION

Dates Obtained	Senior Certificate / GCE ('O' Level) GCSE Subjects & Grades	Dates Obtained	'A' Level (incl. Grades)

## 3. UNIVERSITY/FURTHER EDUCATION

Name of Institution	Dates	Full or Part Time	Degrees Awarded	If Honours, state class and division
	1st Year	2nd Year	3rd Year	4th Year
Subjects successfully taken in each year				

## 4. EMPLOYMENT HISTORY

Please state below particulars of present and previous employment. Begin with you current employer

From	To	Name & Address of Employer	Type of Work

## 5. GAPS IN EMPLOYMENT

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

## 6. RELEVANT ADDITIONAL INFORMATION

Applicants are advised that shortlisting will be based solely upon the information submitted on this form. It is therefore the responsibility of the applicant to ensure that all relevant information in support of their application is included.

## 7. ADDITIONAL INFORMATION

How much notice are you required to give your present employer?

If appointed, when can you commence work?

## 8. REFERENCES

Please give the names, e-mail addresses and contact numbers of two referees, one of whom must be able to comment on your professional competence. References may not be sought from any member of the Board of Governors of Ulidia Integrated College. Prior consent of referees must be obtained. References must not be submitted with this application.

### REFEREE 1

Name:

Position:

Email:

Tel No:

### REFEREE 2

Name:

Position:

Email:

Tel No:

## 9. CHILD PROTECTION

This post is a regulated position as defined POCVA (NI) Order 2003.

Is there any reason why you would not be suitable to work with children/young people in an educational setting?

## 10. DECLARATION BY APPLICANT

I hereby certify and declare that:

I have read the Terms and Conditions of Appointment pertaining to the position for which I now make application and that all the questions on this form have been accurately answered to the best of my knowledge and belief.

I have not, in any manner, canvassed any member of the Board of Governors.

In the event of my application being successful, I consent to a check being made with Police to determine if there is any record of convictions, cautions or bind-overs against me.

Signature:

Date:

/

/

The completed form should be returned by the date and time shown at the top of the form to:  
The Bursar, Ulidia Integrated College, 112 Victoria Road, Carrickfergus, BT38 7JL.

**LATE APPLICATIONS WILL NOT BE CONSIDERED.**

# ULIDIA INTEGRATED COLLEGE - EQUAL OPPORTUNITIES QUESTIONNAIRE

**DO NOT SEPARATE THIS QUESTIONNAIRE FROM THE APPLICATION FORM**

Please read the notes on next page before completing this questionnaire.

Please complete the following sections: tick boxes as appropriate

## 1. SEX

☐

Male

☐

Female

## 2. MARITAL STATUS

☐

Single

☐

Married

☐

Widowed

☐

Divorced

Other/Specify

## 3. DISABILITY

Do you consider yourself to have a disability?

☐

Yes

☐

No

If YES, please indicate the nature of your disability by ticking the appropriate box(es).

☐

Mobility

☐

Dexterity/Co-Ordination

☐

Vision

☐

Psychiatric/Mental

☐

Hearing

☐

Learning

☐

Speech

Other (Please Specify

## 4. RACE/ ETHNIC ORIGIN

☐

White

☐

Chinese

☐

Irish Traveller

☐

Indian

☐

Black African

☐

Black Caribbean

☐

Pakistani

☐

Bangladeshi

Other/Specify

## 5. RELIGION

☐

I am a member of the Roman Catholic community

☐

I am a member of the Protestant community

☐

I am not a member of either the Roman Catholic or Protestant community

## THANK YOU FOR YOUR CO-OPERATION

This questionnaire should be returned with the application form.

## **EQUAL OPPORTUNITIES MONITORING**

It is the policy of the Board of Governors of Ulidia Integrated College that all eligible persons will have equal opportunity for employment and advancement in the College, irrespective of perceived religious belief, political opinion, gender, disability or race.

Selection for employment and advancement will be on the basis of ability, qualifications, and aptitude to carry out the duties of the post.

In order to fulfil its legal obligation under the Fair Employment and Treatment (NI) Order 1998 and to ensure that its Equal Opportunities Policy Statement is effectively implemented, the Board of Governors is monitoring job applicants.

The monitoring of staff involves a comparison of recruitment and career progression of applicants with regard to sex, marital status and disability.

Access to this information will be strictly controlled and will not be available to those considering your application for employment. Monitoring will involve the use of statistical summaries of information in which the identities of individuals will not appear.

This information will not be available for any purpose other than Equal Opportunities Monitoring. Whilst the Board of Governors will seek to maintain the confidentiality of all documentation relating to appointments, disclosure of documentation may be required under the provisions of the equality legislation applicable in Northern Ireland.

*It should be noted that it is an offence, under the Fair Employment and Treatment (NI) Order 1998 to give false information to an employer who is seeking information from job applicants.*

# GUIDANCE FOR APPLICANTS

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

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

## APPLICATION FORMS

Completed application forms along with Equal Opportunities Monitoring Questionnaire should be POSTED OR DELIVERED IN PERSON TO THE BURSAR, ULIDIA INTEGRATED COLLEGE, 112 VICTORIA ROAD, CARRICKFERGUS, BT38 7JL to be received by the specified time and date. Receipts will be issued for all forms delivered in person.

The College will not accept responsibility for application forms delivered by any other method or to any other location. 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.

It is the responsibility of applicants to ensure that the application form is fully and correctly completed, signed and that all relevant information in support of their application is included. Applicants are strongly advised to carefully consider the job description and the requirements for the post and ensure that their application includes all pertinent details.

## 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 within the terms of the Protection of Children and Vulnerable Adults (NI) Order 2003 (POCVA).

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.

For all such posts, the Board of Governors will carry out pre-employment vetting checks through the criminal records branch of the PSNI.

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. Changes are detailed in the relevant paragraphs throughout this document.

## REHABILITATION OF OFFENDERS

Teaching positions are exempt from the provisions of the Rehabilitation of Offenders Order. This means that applicants are not entitled to withhold information about convictions, cautions or bind-over's which for other purposes are considered as spent, including road traffic and motoring offences. Appointment to all relevant posts will be subject to satisfactory completion of a criminal record check.

## 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 carefully consider the job description and the criteria for the post and to ensure that their application includes all pertinent details and demonstrates clearly how they meet the criteria for the post.

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.

## QUALIFICATIONS

Applicants must ensure that full and accurate details of qualifications including subject, level of qualification, examining body, grade and year are provided. If you are currently studying for a qualification or have a result pending, please ensure that you indicate this clearly on the form. A formal offer of employment is conditional on receipt of original documentary proof of qualifications.



## **PRESENT/PREVIOUS EMPLOYMENT DETAILS**

When listing current and previous employment details, applicants must ensure that dates are correct and that the information is provided in date order with the most recent first. Applicants must provide an explanation for gaps in employment history.

Applicants for posts in regulated positions ie 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.

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.

## **REFERENCES**

Applicants are required to provide details of two persons to whom reference may be made regarding their suitability for appointment. For regulated positions, ie 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. If you are applying for your first post and do not have a previous employer, a University tutor or Principal of a school where you undertook teaching practice or placement is also acceptable.

The referees cannot be members 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.

## **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 of a school involved in the recruitment of the post for which the person has applied which could be deemed or perceived to be for the purpose of advancing that application. Any applicant who is found to have approached a panel member for a post with a view to seeking favourable treatment will be disqualified.

## **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.

## **INTERVIEW ARRANGEMENTS**

Candidates for regulated positions will be required to provide photographic evidence of their identity at interview. This can be a driving licence, passport, electoral identity 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.

Interviews will not be rescheduled to accommodate candidates who are unable to attend on the agreed date due to reasons such as holidays, as this may be viewed as preferential treatment

If a candidate fails to present him or herself for interview, it will be deemed that they have withdrawn from the selection process.

If a candidate is unavoidably detained on route to interview they should contact the panel immediately.

Provided contact is made prior to their final deliberations the panel may agree, after consideration of the circumstances, to allow the candidate to attend. This decision will be at the absolute discretion of the panel.

Any candidate who contacts the panel after deliberations have commenced will not be considered for interview. If you have a disability and you require special arrangements for interview, you should ensure that you provide details of your needs on the application form. Similarly, if you require an interpreter, you should include this requirement on the form in the relevant information section.

## **NOTIFICATION OF UNSUCCESSFUL CANDIDATES**

In the interests of economy, candidates not shortlisted for posts may not be notified. Applicants who have not been advised of an interview within 1 week of the closing date for teaching posts or 2 weeks of the closing date for non-teaching posts may wish to contact the school to make enquiries. All candidates selected for interview will be informed whether successful or not.

## **VERIFICATION OF QUALIFICATIONS / APPRENTICESHIPS**

A formal written offer of employment from the Board of Governors is conditional on the successful candidate providing original documentary proof of qualifications stated on the application form. If appropriate to the post, documentary proof of completion of apprenticeships may also be required.

# THE PREVENTING ILLEGAL WORKING APPLICATION INFORMATION

Section 8 of the Asylum and Immigration Act 1996 sets out the law on the prevention of illegal working. This legislation requires all employers to make basic document checks on every person before they begin to work.

This means that if you are successful in obtaining an offer of employment in either a temporary or permanent post, you will be required to produce specific documentation to prove your eligibility to work. This is a legal requirement which applies to all types of employment.

Detailed below are the documentation requirements, you must ensure that you are in a position to comply with these requirements prior to commencing employment. If you cannot provide the necessary documentation, you will not be permitted to work.

The information detailed below is provided for information only at this time.

**DO NOT SEND ANY DOCUMENTS WITH YOUR APPLICATION FORM. YOU WILL BE ASKED FOR THE DOCUMENTS IF YOU ARE SUCCESSFUL IN GAINING AN OFFER OF EMPLOYMENT.**

In order to be eligible for employment you **must** provide:

ONE OF THE ORIGINAL DOCUMENTS ON LIST 1

**OR**

TWO OF THE ORIGINAL DOCUMENTS IN THE COMBINATIONS GIVEN ON LIST 2

## **LIST 1 - DOCUMENTS WHICH ARE SUFFICIENT IF PROVIDED ALONE**

Any one of the documents listed below will be sufficient:

- A passport showing that the holder is a British citizen, or has a right of abode in the United Kingdom.
- A document showing that the holder is a national of a European Economic Area Country ( list of countries detailed below ) or Switzerland. This must be a national passport or national identity card.
- A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work offered if they do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

### **The following countries are part of the EEA:**

Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Liechtenstein, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

## **LIST 2 - DOCUMENTS WHICH ARE SUFFICIENT IF PROVIDED IN COMBINATION**

You must provide **two** of the documents listed in either the first or second combination

### **FIRST COMBINATION**

You must provide:

- A A document giving the person's permanent National Insurance Number and name. This could be a P45, P60, National Insurance Card, or a letter from a Government Agency.

### **AND**

ONE OF THE FOLLOWING DOCUMENTS LISTED B – H

- B A full birth certificate issued in the United Kingdom, which includes the names of the holder's parents; OR
- C a birth certificate issued in the Channel Islands, Isle of Man or Ireland; OR
- D a certificate of registration or naturalization stating that the holder is a British citizen;

### **OR**

- E a letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR
- F an Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR
- G a letter issued by the Home Office to the holder which indicates that the person named in it can stay in the United Kingdom, and this allows them to do the type of work offered; OR
- H an Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and this allows them to do the type of work offered.

### **OR**

### **SECOND COMBINATION**

You must provide:

- A A work permit or other approval to take employment that has been issued by Work Permits UK.

AND ONE OF THE FOLLOWING DOCUMENTS LISTED BELOW

- B A passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question; OR a letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.