**Loreto College Coleraine**

**Voluntary Grammar School**



**Business Manager**

Application Form For The Post of Business Manager

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| Section 1: Personal Details | | | |
| **Title:** Dr/Mr/Mrs/Miss/Ms/Other | **Forenames**: | **Surname**: | |
| **Date of Birth**: | **Preferred Name**: | **Former Name**: | |
| **National Insurance Number**: |  |  | |
| **Address**: | | **Home phone number**:  **Work number**:  **Mobile number**:  **Email address**: | |
| **Are you eligible for employment in the UK?** | | Yes | No |
| *If no, please provide details*: | | | |
| **Do you hold a current driving licence?** | | Yes | No |
| **Do you know/are you related to any person at Loreto College Coleraine** | | Yes | No |
| *If yes, please provide details*: | | | |
| **Where did you learn about this vacancy?** | |  | |

| **Section 2: GCSE/A’ Level/University/Professional - Qualifications**  Please start with the most recent. |
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| **Name of  School/College/University** | **Dates of attendance** | | | **Examinations** | | | |
| **Subject** | **Result** | **Date** | **Awarding body** |
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| **Section 3: Qualifications and Training**  Candidates should demonstrate, by example, their qualifications and training relevant to the post as stated in the  Personnel Specification. |
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| **Section 4: Employment Experience** | |
| **Current/Most Recent Employment** | |
| **Name and address of employer:** |  |
| **Current/most recent job title:** |  |
| **Brief description of responsibilities:** |  |
| **Date commenced employment:** |  |
| **Date employment ended (if applicable):** |  |
| **Salary/salary on leaving:** |  |
| **Reason for seeking other employment:** |  |

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| **Previous Employment History and/or Activities Since Leaving Secondary Education** | | | | |
| **Dates** | | **Name and address of employer** | **Position held** | **Reason for leaving** |
| **From** | **To** |
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| **Section 5: Gaps in Employment**  If there are any gaps in your employment history, e.g. looking after children, sabbatical year, please give details and dates. |
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| **Section 6: Experience**  Candidates should demonstrate, by example, their experience relevant to the post as stated in the  Personnel Specification. |
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| **Section 7: Professional Knowledge**  Candidates should demonstrate, by example, their professional knowledge relevant to the post as stated in the  Personnel Specification. |
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| **Section 8: Skills**  Candidates should demonstrate, by example, their skills relevant to the post as stated in the  Personnel Specification. |
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| **Section 9: Personal Qualities**  Candidates should demonstrate, by example, their personal qualities relevant to the post as stated in the  Personnel Specification. |
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| **Section 10: Criminal Record** | | |
| An offer of employment is conditional upon the School receiving an Enhanced Disclosure from AccessNI which the School considers to be satisfactory. It is unlawful for the School to employ anyone who is barred from working with children, and it is a criminal offence for any person who is barred from working with children to attempt to apply for a position. If you are successful in your application, you will be required to complete an online Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or code of practice published by AccessNI.  This position is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings, including those which would normally be considered "spent" under the Act, must be declared.  If you have a criminal record, this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School’s objective assessment procedure. | | |
| **Have you been convicted by the courts of any criminal offence?** | Yes | No |
| **Is there any relevant court action pending against you?** | Yes | No |
| **Have you ever received a caution, reprimand or final warning from the police?** | Yes | No |
| If answering "YES" to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "Confidential" with your application form. | | |

| **Section 11: References**  Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. Neither referee should be a relative or someone known to you solely as a friend. The School reserves the right to take up references from any previous employer. Loreto College will take up references for all shortlisted candidates before interview. | | | | | |
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| **Referee 1** | | | **Referee 2** | | |
| Name: | | | Name: | | |
| Organisation: | | | Organisation: | | |
| Address: | | | Address: | | |
| Telephone number:  Email address:  Relation to you: | | | Telephone number:  Email address:  Relation to you: | | |
| Occupation: | | | Occupation: | | |
| May we contact prior to interview? | Yes | No | May we contact prior to interview? | Ye | No |

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| **Section 12: Recruitment** |
| It is the School’s policy to employ the best qualified personnel, to provide equal opportunity for the advancement of employees, including promotion and training, and not to discriminate against any person because of his/her race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.  The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  A copy of the School’s Child Protection/Safeguarding Policy can be found on the school’s website www.spgs.co.uk and is available for download. Please take the time to read it as it may be referred to during any interview that you might be invited to attend.  If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed as confidential waste after six months. This information will not be disclosed to a third party unless we are required to do so by law. |

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| **Section 13: Declaration** |
| 1. I confirm that the information I have given on this application form is true and correct to the best of my knowledge. 2. I confirm that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body. 3. I understand that providing false information is an offence which could result in my application being rejected or (if false information comes to light after my appointment) summary dismissal and may amount to a criminal offence. 4. I consent to the organisation processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process. 5. I am not suffering from any disability which would prevent me from carrying out the duties of this post. 6. I consent to the organisation making direct contact with the people specified as my referees to verify the reference. |

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| **Signed:** |  |
| **Date:** |  |

A candidate found to have given false information, or to have suppressed any material fact, will be liable to disqualification or, if appointed, to dismissal. **Canvassing will disqualify.**

When completed, this form, in an envelope marked **CONFIDENTIAL**, should be returned **by 12 Noon on Tuesday 19 January 2021** to:

The Principal

Correspondent to the Board of Governors

Loreto College

Castlerock Road

Coleraine

BT51 3JZ

Please submit the Fair Employment Monitoring Questionnaire in an envelope marked Confidential with your completed application form.