**LORETO COLLEGE COLERAINE**



For Office Use Only

Date: ………………….

Time: ……………….…

Tel: 028 70343611

Fax: 028 70353037

Website: www.loretocollege.org.uk APPLICATION FORM FOR POSITION OF

**Temporary Caretaker**

PLEASE COMPLETE IN BLACK INK OR TYPE

**DO NOT ALTER THE FORMAT OF THIS FORM**

Name in full (Dr/Mr/Mrs/Miss/Ms)

Address

 Postcode Tel No

Email Address: …………………………………………………

Are you eligible to work in UK? YES 🞏 NO 🞏

What notice is required to terminate your present employment?

# QUALIFICATIONS

## GCSE/O-LEVEL

School Attended, with dates

Subjects taken and Grades achieved

### A-LEVELS

Schools Attended, with dates

Subjects taken and Grades achieved

### FURTHER/HIGHER EDUCATION

Name of College

Full or Part-time and Type of Course

Degree/Diploma/Qualifications obtained (with dates)

#### RELEVANT EXPERIENCE

Please outline relevant experience and/or qualifications in each of the following:

### HISTORY OF EMPLOYMENT

(include dates and whether temporary or permanent; full-time or part-time and reason for leaving)

**GAPS IN EDUCATION/EMPLOYMENT**

Please account for any gaps in your school/college/university/employment history.

#### ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION

Please include any reasons for considering yourself suitable for this position and any other relevant information you wish to submit.

#### PERSONAL

Outline the personal attributes you would bring to the job.

Give particulars of your Interests/Hobbies.

Give particulars of Community or Parish involvement.

Have you any criminal convictions: YES 🞏 NO 🞏

Please give details of any convictions for criminal offences, including the nature of offence and the length of sentence (if any) with relevant dates or current criminal charges (if any).

**Note: This post is (or may be) exempt from the provisions of the Rehabilitation of Offenders (Exceptions) Order 1979. Applicants must, therefore, disclose information about conviction which for other purposes are ‘spent’ under the provisions of the Order. Failure to disclose such convictions could in the event of employment result in dismissal or disciplinary action by the Board. Any information given will be completely confidential.**

Are you willing to have a criminal record check carried out for the purposes of Child Protection? YES 🞏 NO 🞏

**Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007.**

#### REFEREES

Give name, address and position of two persons who will vouch for your **professional work**. Prior consent

must be obtained. References/Testimonials should not be submitted with this application.

1 Name … Position

 Address

 Tel No

2 Name … Position

 Address

 Tel No

#### DECLARATION BY APPLICANT

I hereby certify and declare that:

1. I have not canvassed in any way and that the information supplied by me in this application is correct to the best of my knowledge and belief.
2. The information on this form is required for the purpose of processing my application. The information is covered by the provisions of the Data Protection Act 1998. I understand that my signature is authorisation for Loreto College to process and retain the information for the purpose stated.
3. I understand that this post is exempt from the provision of the Rehabilitation of Offenders (Exceptions Amendment) Order (Northern Ireland) 1979. In the event of my application being successful, I consent to a check being made with Access NI to determine if there is any record of convictions, cautions or bind-overs against me.

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed application form to be returned by **Friday 15th November at 12.00** to:

* Business Manager, Loreto College, Castlerock Road, Coleraine, BT51 3JZ
* By email to info@loretocollege.coleraine.ni.sch.uk

Canvassing will disqualify.

Any candidate found to have knowingly given false information or to have wilfully suppressed any material fact will be liable to disqualification, or if appointed, to dismissal.

Loreto College is an equal opportunities employer.

 

**LORETO COLLEGE COLERAINE**

**PRIVATE AND CONFIDENTIAL**

**EQUALITY OF OPPORTUNITY**

**Job Title: Temporary Caretaker**

***NB This form is regarded as part of your application and failure to complete and return it will result in disqualification. It will be removed from your application form in School and used for monitoring purposes only.***

We are an Equal Opportunities Employer. We do not discriminate on grounds of age, perceived religious or political affiliation, sex, marital status, disability, colour, sexual orientation, race or ethnic origin. We practice equality of opportunity in employment and select the best person for the job.

To demonstrate our commitment to equality of opportunity in employment we need to monitor the community of our employees, and applicants, as required by the Fair Employment (N.I.) Order 1998.

We are therefore asking you to give us extra information which will be treated in the strictest confidence and used for monitoring purposes only. This extra form will not be filed with other details, as given on your application form.

If you do not complete this questionnaire, we are encouraged to use the ‘residuary’ method, which means that we can make a determination on the basis of personal information on file / application form.

Regardless of whether or not we practise religion, most of us in Northern Ireland are seen as either Roman Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box.

Section A

 I am a member of the Protestant Community [ ]

 I am a member of the Roman Catholic Community [ ]

 I am a member of neither the Protestant nor the

 Roman Catholic Community [ ]

Section B

 I am Male [ ]

 I am Female [ ]

**Section C**

Please tick as appropriate: -

White European Asian (Pakistan, Indian) Asian (China, SE Asia) Irish Traveller

**NB It is a criminal offence under the legislation for a person to ‘*give false information in connection with the preparation of the monitoring return’.***