Our Lady and St Patrick's College, Knock

Please complete in full, in black ink or typescript using a minimum of Calibri font, Point 10. No additional information, pages or C.V. will be accepted.

Gilnahirk Road

Belfast

BT5 7DL

Tel: 028 9040 1184

REF:

Date and Time Received:

| **Application Form for the Post of**  **Canteen Assistant** |
| --- |

| 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 have endorsements?** | | Yes | No |
| *If yes, please provide details*: | | | |
| **What class of vehicle are you licenced to drive?** | |  | |
| **Do you know/are you related to any person at Our Lady and St Patrick’s College, Knock?** | | Yes | No |
| *If yes, please provide details*: | | | |
| **Where did you learn about this vacancy?** | |  | |

| **Section 2: GCSE/A’ Level/University/Qualifications**  Please start with the most recent. |
| --- |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of  school/college/university** | **Dates of attendance** | | | **Examinations** | | | |
| **Subject** | **Result** | **Date** | **Awarding body** |
|  | From: dd / mm / yy | | |  |  |  |  |
|  |  |  |
| To: dd / mm / yy | | |
|  |  |  |
|  | From: dd / mm / yy | | |  |  |  |  |
|  |  |  |
| To: dd / mm / yy | | |
|  |  |  |
|  | From: dd / mm / yy | | |  |  |  |  |
|  |  |  |
| To: dd / mm / yy | | |
|  |  |  |
|  | From: dd / mm / yy | | |  |  |  |  |
|  |  |  |
| To: dd / mm / yy | | |
|  |  |  |
|  | From: dd / mm / yy | | |  |  |  |  |
|  |  |  |
| To: dd / mm / yy | | |
|  |  |  |

|  |
| --- |
| **Section 3: Qualifications and Training**  Candidates should provide detail of any other qualifications or training. |
|  |
|  |

|  |
| --- |
| **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:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous Employment History and/or Activities Since Leaving Secondary Education** | | | | |
| **Dates** | | **Name and address of employer** | **Position held** | **Reason for leaving** |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **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. |
|  |

|  |  |  |
| --- | --- | --- |
| **Section 6: Criminal Record** | | |
| An offer of employment is conditional upon the College receiving an Enhanced Disclosure from AccessNI which the College considers to be satisfactory. It is unlawful for the College 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 College’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 7: 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 College reserves the right to take up references from any previous employer. Our Lady and St Patrick's College, Knock will take up references for all shortlisted candidates before interview. | | | | | |
| --- | --- | --- | --- | --- | --- |
| **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 |

|  |
| --- |
| **Section 8: Recruitment** |
| It is the College’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 College 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 College’s Child Protection/Safeguarding Policy can be found on the school’s website www.knock.co.uk and is available for download.  If your application is successful, the College 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. |

|  |
| --- |
| **Section 9: 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. |

|  |  |
| --- | --- |
| **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 should be returned, in an envelope marked CONFIDENTIAL, to:

Miss Danielle McCann

College Business Manager

Our Lady and St Patrick's College, Knock

120 Gilnahirk Road

Belfast  
BT5 7DL

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

**Our Lady and St Patrick’s College, Knock**

**Fair Employment Monitoring Questionnaire**

**PRIVATE and CONFIDENTIAL Reference No:**

Introduction:

We are an Equal Opportunities Employer. We do not discriminate against our job applicants or employees and we aim to select the best person for the job.

We monitor the community background and sex of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the Fair Employment & Treatment (NI) Order 1998.

You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer these questions. Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

Community Background:

Regardless of whether they actually practise a religion, most people in Northern Ireland are perceived to be members of either the Protestant or Catholic communities.

Please indicate the community to which you belong by ticking the appropriate box below:

|  |  |  |
| --- | --- | --- |
| I am a member of the Protestant community: |  |  |
|  |  |  |
| I am a member of the Catholic community: |  |  |
|  |  |  |
| I am not a member of either the Protestant or the Catholic communities: |  |  |

If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.

Sex: Please indicate your sex by ticking the appropriate box below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Male: |  |  | Female: |  |

Note: If you answer this questionnaire, you are obliged to do so truthfully as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.

Please submit this questionnaire in an envelope marked Confidential with your completed application form.