

**THORNHILL 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 applicant's electronically returned application form is not acknowledged within seven working days of submission, applicants should contact the Principal's PA to ensure that it has not gone astray.

**2. Qualified Teacher Status/GTC**

Candidates for Principal, Vice Principal and Teaching posts should ensure that 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 Tel: 028 71355800

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If a candidate fails to present him or herself for interview, it will be deemed that they have withdrawn from the selection process.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

For Principal, Vice-Principal and Teaching posts, please state your 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 and duties of the post. 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. 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 application pack (job description / person specification) when outlining the relevance of your experience, knowledge and skills.

### **13. 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 on successful applicants through ACCESS NI. Successful candidates are required to pay £33 to Access NI for an Enhanced Disclosure of Criminal Record Certificate.

### **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, i.e. 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/General 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 bind-overs. Appointment to such posts will be subject to a satisfactory criminal record check. The AccessNI Code of Practice and related policies can be provided upon request.
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.