



THORNHILL COLLEGE

APPLICATION FORM

Please do not alter the format of the original application form. Please complete in black ink or typescript. All questions must be answered. Please refer to GUIDANCE NOTES FOR COMPLETING APPLICATION FORM, GENERAL GUIDANCE FOR APPLICANTS and PERSON SPECIFICATION when completing your application form. No additional information pages or CV will be accepted. Candidates are asked not to exceed quoted word count. Please see school website www.thornhillcollege.org.uk under "Privacy Notice for school statement on GDPR". (see Note 1)

POST:	Classroom Assistant (Special Educational Needs) (3 Posts) and the creation of a casual waiting list (Term-time/Fixed term until 30 June 2027 – with possible extension) (32.5hpw: SENCA/GA1 hours to be confirmed)	Ref:	CA3/26
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PERSONAL DETAILS (SEE NOTES 1-5)

Title:		Forename(s):		Surname:	
Address:				Tele: (hm no.)	
				(mob no.)	
				Email:	
As an employer, we have responsibility under the Disability Discrimination Act. Please indicate below if you require any adjustments in relation to disability. (see Note 3)					
Are you subject to Immigration Control? (See Notes 5 and 18) Yes [] No []			Are you free to remain and take up employment in the UK? (See Notes 5 and 18) Yes [] No []		

EDUCATION/EXAMINATION RECORD (Please indicate if qualifications are pending) (See Notes 6 , 7 and 19)

School/University/College:	Qualifications Obtained: Subjects and Grades from GCSE level

EMPLOYMENT (See Note 8-12 and 17)

PRESENT POSITION

Employer		Main Duties and Responsibilities:
Date of Appointment		

PREVIOUS EMPLOYMENT

Previous Employer	Main Duties and Responsibilities	From	To	Total Time

OTHER RELEVANT INFORMATION IN SUPPORT OF YOUR APPLICATION WHICH CLEARLY ADDRESSES THE SPECIFIED CRITERIA (max 500 words) (See Note 1)

CHILD PROTECTION (see Notes 13 and 16))

Please note that this post may involve “regulated activity” as defined under Safeguarding Vulnerable Groups (NI) Order 2007. In order to assist with the decision-making process, the successful candidate will be required to comply with Access NI Disclosure process. A copy of Access NI Code of Practice and our Safeguarding Policy is available from the College on request.

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

YES

NO

Are there any gaps in your employment history? (See Note 11)

YES

NO

If you have answered YES, please account for any gaps in employment by using the space provided or by using Appendix 1.

CRIMINAL RECORD (see Note 13 and 16)

Have you ever been convicted of any criminal offence?

A criminal record will not necessarily be a bar to an applicant obtaining a position and any Disclosure information will not be used unfairly.

YES

NO

If Yes, please give details

(include nature of offence and sentence)

NOTE: This post is (or may be) exempt from the provisions of the Rehabilitations of Offenders (Exceptions) Order 1979. You are therefore not entitled to withhold information about convictions, under the provisions of the order. Any failure to disclose such convictions could lead to disqualification or dismissal. Any information given will be used in connection with posts to which the order applies. A copy of the College’s Recruitment of Ex-Offenders Policy is available on request.

REFERENCES (see Note 14)

Please give the names, addresses, email addresses and telephone numbers of two persons willing to give references, one of whom should be able to comment on your professional work. Prior consent is required. REFERENCES MUST NOT BE SUBMITTED.			
1. Professional		2. Character	
Tel No:		Tel No:	
Email:		Email:	

DECLARATION (see Note 15)

I have read and accept the aims of Thornhill College. The foregoing particulars are complete and correct to the best of my knowledge and belief.	
Usual signature of candidate:	
Date:	
Please ensure that you have addressed the criteria listed in the Personnel Specification. The Selection Panel reserves the right to enhance criteria to facilitate a manageable shortlist. Shortlisted applications will be held on file for similar vacancies which may arise within the next 12 months. Canvassing either directly or indirectly will disqualify candidates. (See Note 15) A candidate found to have knowingly given false information, or to have suppressed any material fact will be liable to disqualification, or if appointed, dismissal. Thornhill College is committed to following Child Protection guidelines and procedures as prescribed by DENI and EA. This College is an Equal Opportunities Employer.	

Completed application form and equal opportunities monitoring form should be submitted electronically.	
Closing Date:	12 noon, Monday 7th September 2026 To be returned electronically to thornhillposts144@c2ken.net Note: Applicants are advised that, should they not receive an email confirmation receipt within 24 hours of submitting both their completed application form and equal opportunity monitoring form to the address above, they MUST follow-up immediately the day after or, at the latest, by the closing date/time given by emailing the school: info@thornhill.derry.ni.sch.uk . The onus is on the candidate and not the responsibility of the school.

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APPENDIX 1 - CHILD PROTECTION

DO NOT SUBMIT THIS FORM WITH YOUR COMPLETED APPLICATION FORM.

This post may involve “regulated activity” as defined under Safeguarding Vulnerable Groups (NI) Order 2007.

Instructions to Candidate

You may use this form to explain any gaps in your employment history.

The information you provide will be viewed by a limited number of persons involved in the interview process and may be shared with parties involved with child protection issues.

The completed Appendix 1 to be handed to the Chairperson of the Interview Panel at the end of the interview.

Note – the contents of this form will not be discussed during deliberations regarding the identification of a preferred candidate.

Signed:

Date:

PRIVATE AND CONFIDENTIAL
THORNHILL COLLEGE
EQUAL OPPORTUNITIES MONITORING QUESTIONNAIRE
(DO NOT SEPARATE THIS QUESTIONNAIRE FROM THE APPLICATION FORM)

The Board of Governors of Thornhill College is committed to equality of opportunity for all job applicants regardless of their religious belief, political opinion, racial group, gender, marital status, sexual orientation and whether or not they possess a disability or have or do not have dependents.

In order to ensure that its equality opportunities policy is being implemented effectively and to comply with our duties under the Fair Employment and Treatment (NI) Order 1998, the College monitors all employees and job applicants. In order to assist this process, all applicants are therefore requested to complete the following questionnaire. **Do not separate this form from your job application form.** Please return it electronically with your job application form for the attention of the Monitoring Officer.

The Board of Governors selects those eligible and suitable for employment and advancement solely on the basis of merit and is monitoring its activities to ensure that its equal opportunities policy is implemented effectively.

Your co-operation in completing the section below would assist the Board of Governors in working towards equality of opportunity. (Explanatory notes relating to the monitoring process are given overleaf.)

Please answer the following questions by ticking the appropriate box and/or providing details as required>

1. **Gender:** Male ☐ Female ☐
2. **Family Status:** No caring responsibilities ☐ Care for children ☐ Care for other relative ☐
Other ☐ (Please specify)
3. **Marital Status:** Married ☐ Single ☐ Divorced/Separated ☐ Widowed ☐ Partner ☐
Other ☐ (Please specify)
4. **Ethnic Origin/Race:**
Bangladeshi ☐ Black African ☐ Black Caribbean ☐
Chinese ☐ Indian ☐ Irish Traveller ☐
Pakistani ☐ White ☐ Mixed Ethnic Group ☐
Other ☐ (Please specify)
5. **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 substantial or long-term adverse effect on their ability to carry out normal day-to-day activities. Having read this definition, do you consider yourself to have a disability? Yes ☐ No ☐
6. **Perceived Religious Affiliation/Community Background**
For most of us in Northern Ireland we are perceived to be from within the Protestant or Roman Catholic community. Please indicate the community to which you belong by ticking the box below.
Protestant ☐ Roman Catholic ☐ Neither ☐
7. **Age**
Please state your date of birth: [/ /]
8. How did you become aware of this advertisement? (Please indicate below)
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EXPLANATORY NOTES

Thornhill College is committed to providing equality of opportunity for all job applicants. These notes explain the purpose of the questionnaire, the information to be provided and the way that information will be used.

1. The questionnaire monitors gender, family status/caring responsibilities, marital status, ethnic origin, disability, perceived religious affiliation/community background and age.
2. To ensure the confidentiality of this information, the questionnaire has been given an identifying number. Only the Monitoring Officer will be able to identify this number. Your name should not be written on this questionnaire.
3. The information collected on this questionnaire provides us with very useful information on the profile of individuals applying to the school. The information will be used to measure the effectiveness of our Equal Opportunities Policy and will assist us to develop and review policy, practice and any required positive/affirmative action plans.
4. The monitoring information will form no part of the selection process and is confidential.
5. The information on this questionnaire will be held in a confidential and secure system which can be accessed only by our Monitoring Officer. The monitoring system will be concerned only with statistical analyses and will not identify individuals.
6. **Do not separate the monitoring form from your job application.** Please return it electronically with your Application form for the attention of the Recruitment Monitoring Officer.

If you have any queries regarding the questionnaire, please contact the General Manager on Tel: 02871355800

Thank you for your co-operation in completing this questionnaire.