



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 only in the space provided within this form.

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".

POST:	Thornhill College Vice Principal	Ref:	VP/04/26
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PERSONAL INFORMATION (see Notes 1-5)

Title:	Forename(s):	Surname:
Address including postcode:		Term Time Address (if appropriate):
Home Tel Number:		Mobile Tel Number:
Email Address:		National Insurance Number:

Qualified Teacher Status TR No: _____	Registered General Teaching Council (NI) Yes [<input type="checkbox"/>] No [<input type="checkbox"/>] GTCNI No: _____ Registration Date: _____		
Date of successful completion of Induction:	<u>Date:</u>		
Number of completed years' teaching experience:	<u>Primary</u>	<u>Post Primary</u>	<u>Other</u>

Are you subject to Immigration Control? (see Notes 5 and 18) Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]	Are you free to remain and take up employment in the UK? (see Notes 5 and 18) Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]
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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)

EDUCATION/EXAMINATION RECORD (see Notes 6, 7 and 17)

Name and address of School/University/College attended:	Qualifications Obtained: Subjects and Grades from A-level (or equivalent) to 3 rd Level Qualifications – start with A-level grades, state degree classification	Date awards:	Awarding Body:

ADDITIONAL POSTGRADUATE QUALIFICATIONS, TO INCLUDE QUALIFICATION/S PENDING

Awarding Institution:	Qualifications Obtained:	Date awarded:	Relevance to Educational Leadership

IN-SERVICE TRAINING

Course Title:	Provider:	Date:	Relevance to your leadership practice

EMPLOYMENT (see Notes 8-12 and 17)

CURRENT EMPLOYMENT

School Name:		Teaching duties to include key stage(s)/subject(s) taught
Address:		
Date of Appointment: Current Salary Point:		
Promotional Post (if applicable) Date of Appointment: Promotional Allowance Point:		Promotional post details to include job title, brief description of area of responsibility / duties:

Total number of years' post-qualification experience:	
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PREVIOUS EMPLOYMENT

(Please list most recent experience first. To include institution name, position held, Brief outline of duties)	From	To	Total Time
		<i>E.g. Sept '18</i>	<i>June '19</i>

LEADERSHIP EXPERIENCE

<p>Provide evidence that you currently hold or have held for a minimum of 2 continuous years and within the last 6 years either: a promoted post of TA 3 linked to leadership and management responsibility; <u>or</u> a post of Principal or VP; <u>or</u> a post with leadership and management responsibility within an affiliated body.</p>	<p>From</p>	<p>To</p>	<p>Total Time</p>
	<p><i>E.g. Sept '18</i></p>	<p><i>June '19</i></p>	<p><i>1 year</i></p>
<p>Provide evidence of leadership as a member of a school's Senior Leadership/Management team or an equivalent schools' support team for <u>a minimum of 2 years within the last 6 years.</u></p>			

Provide evidence of continued and current professional development in school leadership.

Provide evidence of leading self-evaluation in the work of a school, culminating in school improvement.

Provide evidence of leading staff team/s on an aspect of school improvement.

OTHER RELEVANT INFORMATION IN SUPPORT OF YOUR APPLICATION WHICH CLEARLY ADDRESSES SPECIFIED CRITERIA UNDER 'KNOWLEDGE/SKILLS' AND 'PERSONAL QUALITIES'

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 is available from the College on request.

Is there any reason why you would not be suitable to work in regulated activity with young people/children in an educational setting?	YES	NO
Are there any gaps in your employment history?	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 Notes 13 and 16)

Have you ever been convicted of any criminal offence?	YES	NO
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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, telephone numbers and email addresses of two persons willing to give references, one Professional Referee – ideally the Principal of your current/most recent Teaching Post and one character referee – choose any person you deem suitable. The person should not be related to you in any way but may be connected with your school/employment. Prior consent must be obtained from referees. In circumstances where a referee is unavailable or information provided is incomplete, the Selection Panel reserves the right to contact any previous employer. REFERENCES MUST NOT BE SUBMITTED.

1. Professional		2. Character	
Tel No:		Tel No:	
Email:		Email:	

Have you any objection to your employer being consulted at shortlisting stage? If you have answered “Yes”, please give reason below:	YES []	NO []
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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:	
A candidate found to have knowingly given false information, or to have suppressed any material fact will be liable to disqualification or, if appointed, to dismissal. CANVASSING WILL DISQUALIFY WE ARE AN EQUAL OPPORTUNITIES EMPLOYER	

Completed application form and equal opportunities monitoring form should be submitted electronically.	
Closing Date:	12 noon, Friday 24 April 2026 Shortlisted candidates will be invited to interviews to take place on Friday 8 May 2026 ALL COMMUNICATION REGARDING YOUR APPLICATION WILL BE VIA EMAIL PLEASE ENSURE THAT YOU ACCESS YOUR EMAIL ON A REGULAR BASIS
To be returned electronically to:	Chamilton426@c2ken.net

POST:	Thornhill College Vice Principal	Ref:	VP/04/26
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APPENDIX 1 - CHILD PROTECTION

DO NOT SUBMIT THIS FORM WITH YOUR COMPLETED APPLICATION FORM

<p>This post may involve “regulated activity” as defined under Safeguarding Vulnerable Groups (NI) Order 2007.</p> <p>Instructions to Candidate</p> <p>You may use this form to explain any gaps in your employment history.</p> <p>The information you provide will be viewed by a limited number of people involved in the interview process and may be shared with parties involved with child protection issues.</p> <p>Completed Appendix 1 to be handed to the Chairperson of the Interview Panel at the end of the interview.</p> <p>Note – the contents of this form will not be discussed during deliberations regarding the identification of a preferred candidate.</p>	
Signed:	Date:

PRIVATE AND CONFIDENTIAL
THORNHILL COLLEGE
EQUAL OPPORTUNITIES MONITORING QUESTIONNAIRE

(Do not separate this questionnaire from the application form.

Please return it electronically with your job application form for the attention of the Monitoring Officer.)

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 Non-binary Prefer not to say

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)

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 Manger on Tel: 02871355800

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