



**St Louis Grammar School**  
**151 Newry Road,**  
**Kilkeel**  
**Co Down**  
**BT34 4EU**  
**Telephone: 028417 62747**  
**Fax: 028417 65694**  
[www.stlouis.org.uk](http://www.stlouis.org.uk)

**Application Pack Information**  
**for the Post of Teacher of Mathematics and Science to GCSE**  
**Full-time temporary from 24<sup>th</sup> August 2020 to 30<sup>th</sup> June 2021**

**Please read the following carefully before completing this form:**

1. Please read the job description and personnel specification carefully. Applicants will be shortlisted in relation to the essential criteria and, if necessary desirable criteria, as stated in the personnel specification.
2. Your application will be considered solely on the basis of information provided by you on the application form. Members of the Selection Panel are not permitted to make assumptions about you or take account of any personal knowledge they may have about your qualifications/ experience.
3. Selection Panels are often unable to interview all candidates holding minimum requirements. In these circumstances the Panel is likely to raise the level of qualification and/or experience required, inviting only those meeting the higher standard to interview.
4. If you are unable to satisfy any one of the essential eligibility criteria, you will not be able to progress for further assessment.
5. Where the personnel specification has a specific requirement for candidates to demonstrate length of experience e.g. 3 years recent experience within the last 5 years, you must detail in section 3 dates as follows:- 1/9/09 – 31/08/12 which clearly demonstrate 3 years' experience whereas 9/09 – 8/12 or 09-12 does not clearly demonstrate 3 years' experience.
6. Where qualifications are a requirement, they must have been obtained by 1<sup>st</sup> September 2020 and experience must have been obtained by the 30<sup>th</sup> June 2020.

### **Completing the Application Form**

- Please complete the application form in full and legibly. Failure to do so may preclude the application from progressing.
- Applicants should submit this form only; supplementary material such as CVs will not be considered as a substitute for completing this form.
- It is your responsibility to indicate clearly in Section 6 of the application form how you fully meet each element of the eligibility criteria set out in the personnel specification.
- The Application Form should be completed in black ink or typescript.
- The Application Form **must not change from the format provided** to the applicant. The content and format of this form must not be changed in any way.
- Extra pages will not be considered.
- Do not, therefore, include covering letters, curriculum vitae (CV), references, examination certificates or indeed any other documents with your application. If you do they will not be forwarded to the Selection Panel.
- Do not forward word processed tables which replicate the Application Form as a substitute for completing the form itself. These **will not be accepted** as a substitute for completing the Application Form

### **Returning the Application Form**

Before returning your Application Form please ensure that it is duly completed and signed.

Completed applications must be returned by **12 noon on Friday 22<sup>nd</sup> May 2020**

**Completed Application Forms should be sent to:**

**The Secretary of the Board of Governors,**

**St Louis Grammar School,**

**151 Newry Road,**

**Kilkeel, Co. Down.**

**BT34 4EU**

- If your application is received after the closing date/time it will not be considered.

- Receipt of your application is not normally acknowledged (only if you enclose a stamped self-addressed envelope for this purpose).
- You will receive written notification from the school following shortlisting and, if applicable, interview.

### **Canvassing**

Canvassing in any form, oral or written, direct or indirect, will, if proven to the satisfaction of the school, disqualify a candidate.

### **Interview**

- The school will normally offer only one opportunity to attend an interview or other assessment process.

### **Appointment**

- If you are recommended for appointment, the offer will be conditional and will be subject to:
  - satisfactory completion of a health declaration and, if necessary, attendance at a medical examination.
  - receipt of documentary evidence of qualifications, (original certificates required).
  - satisfactory completion of a criminal record check.
  - presentation of documentation relating to eligibility for employment in the UK.
  - presentation of photographic identification.
  - receipt of satisfactory references (see application form) including information relating to performance and attendance including any gaps in employment satisfactorily explained.
  - A no smoking policy is in operation in all school buildings.

*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.*

*The Board of Governors of St Louis Grammar School Kilkeel reserves the right to enhance any or all of the essential or desirable criteria; and/or apply any or all of the desirable criteria; and/or not appoint to the post.*

#### *Data Protection Statement*

*The information on this form is required by the school for the purpose of administering the provision of education. The information is covered by the provisions of the Data Protection Act 1998. Your signature to the form is deemed to be an authorisation by you to allow the school to process and retain the information for the purpose(s) stated*



## **St Louis Grammar School Kilkeel** **Employment Application Form**

151 Newry Road Kilkeel BT34 4EU  
Telephone: 028417 62747 Fax: 028417 65694  
[www.stlouis.org.uk](http://www.stlouis.org.uk)

### **Instructions for Completion**

**APPLICATION FOR THE POST OF**  
**Teacher of Mathematics and Science to GCSE**  
**Full-time temporary from 24<sup>th</sup> August 2020 to 30<sup>th</sup> June 2021**  
**CLOSING DATE FOR APPLICATION: 12 noon on Friday 22<sup>nd</sup> May 2020**

- You must read 'Application Pack Information' before completing this application form.
- Applicants should submit this form only; supplementary material such as CV's will not be considered as a substitute for completing this form.
- You should use this form to demonstrate fully how you meet the essential and desirable criteria outlined in the job description.
- Applications should be completed using black ink and may be either handwritten or typed.

### **1. Personal details**

Surname						Forenames						
Title	Dr		Mr		Mrs		Miss		Ms		Other	
Address:												
Postcode												
Telephone Numbers	Home:			Mobile:			Work:					
Preferred means of telephone contact:												
Teacher Reference Number:						Nat Insurance No:						
GTCNI Registration Number:						Date of GTCNI registration:						
Are you recognised by DENI to teach in NI						Yes /No (delete as appropriate)						

## 2. Education and Qualifications

Post Primary Schools Attended		Dates	
Dates Obtained	GCE ('O' Level) or GCSE Subjects and Grades	Dates Obtained	'A' Level Subjects and Grades

## Teaching Qualification

University attended	Date awarded	Qualification (include classification if appropriate)	Main Subjects studied

Please provide details of your main degree if different from above and any other qualifications obtained.

University attended	Dates	Degree (including classification)	Main Subjects studied

**3. Outline below details of your present employment**

Employer/Institution	Date of Appointment
----------------------	---------------------

Position(s) held in this employment	Date(s)	Teaching Allowances

**4. Please give details of other teaching/education/employment experience including the name of the institution(s) dates, positions held and include leadership/management responsibility.**

Name of employer	From	To	Leadership/Management Responsibilities

5. Please explain any gaps in your employment history.

6. Information for short-listing purposes

The following section asks you to demonstrate fully how you meet the essential and desirable criteria for this role as specified in the personnel specification.

**Please remember that short-listing will be based solely on the information you supply in this section.**

**Information contained in other sections will not be referred to during the short-listing process and it is important that you complete this section fully and accurately**

**ELIGIBILITY CRITERIA**

Essential Qualifications:

- A qualified teacher recognised by the Department of Education for Northern Ireland to teach in a post primary grammar or secondary school in Northern Ireland by 1<sup>st</sup> September 2020

- Degree in Mathematics and / or Science or a related area.

Desirable Qualifications:

- Post Graduate qualification in Mathematics and/or Science or a related area.

- Qualification to teach Mathematics and Science to GCSE

Essential Experience:

- A minimum of 6 months' experience of teaching Mathematics and Science to GCSE



Desirable Experience:

- Experience of subject development relating to the teaching of Mathematics and Science

**7. General:**

Please state any relationship to any member of the Governing Body or employee at the school as it may affect the composition of the Selection Panel.

<b>Name:</b>	
<b>Relationship:</b>	

**8. References:**

Please give the name, address and telephone number of two persons willing to give references. The persons must not be relatives and should know about your qualifications and work experience. References must not be submitted.

**Professional**

<b>Name:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Contact number:</b>	
<b>E-mail address:</b>	
<b>Relationship:</b>	

**Character**

<b>Name:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Contact number:</b>	
<b>E-mail address:</b>	
<b>Relationship:</b>	

## 9. Criminal Offence

Have you ever been convicted of a criminal offence?

If yes, please give details of any convictions, cautions or bind-overs from criminal offences (include nature of offence and sentence)

Note: This post is exempt from the provisions of the Rehabilitation of Offenders (Exemptions) Orders 1979. You are therefore not entitled to withhold information about convictions, under provisions of the Order. Any failure to disclose such convictions could lead to disqualification or dismissal. St Louis complies with DENI guidance on pre-employment checking and DE Circular 2006/06.

## 10. Child Protection

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

## 11. Declaration

I certify that the information supplied by me in this application is correct to the best of my knowledge. I understand that prior to appointment to this post, a check for any record of convictions, cautions or bind-overs may be carried out. I give my permission for this to be done.

**Signature** ..... **Date** .....