**RATHMORE GRAMMAR SCHOOL Ref. No.**  **LS(SEN) 09 25 \_\_\_\_\_\_\_\_** (for office use only)

**APPLICATION FORM** Please complete in full in black ink or typescript.

All questions must be answered and the form must be signed.

A C.V. will not be accepted as a substitute for a fully completed application form.

APPLICATION FOR THE POSTS OF: **General Assistants / Classroom Assistants (SEN)**

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| **Please ensure that you do not exceed the 300 word limit when specified. In the interests of equality for all applicants if the word count limit is exceeded your application will not be considered. You must note the word count at the conclusion of each response.**  **CV’s must not be included and will not be considered.**  **It is the candidate’s responsibility to ensure that they have demonstrated fully in the application form how they meet the Essential and Desirable criteria as specified in the Candidate Profile.** |

**Please indicate which post(s) you are applying for : (✓)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **General Assistant**  **Post (A)** |  |  | **Classroom Assistant**  **Post (B)** |  |  | **Both**  **Post (A) & (B)** |  |

**PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| Title: |  | |
| Surname: |  | |
| Forename(s): |  | |
| Address: |  | |
| Postcode: |  | |
| Main Telephone No: |  | |
| Email Address: |  | |
| Do you hold a current Full Driving Licence? Yes / No | |  |

**FULL-TIME AND PART-TIME EDUCATION / EXAMINATION RECORD**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | | Subjects Studied | Examinations Taken.  eg GCSE / A-Level etc | Grades  Obtained |
| From | To |  |  |  |
|  |  |  |  |  |

**EMPLOYMENT OR WORK EXPERIENCE**

Please give present or most recent employer first

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name and Address | Post Held, | Dates | | Annual | Reasons for Leaving |
| of Employer | Duties and Responsibilities | From | To | Salary |  |
|  |  |  |  |  |  |

**Please indicate clearly how you fulfil each of the criteria:**

If you are applying for **Post A General Assistant** you are only required to complete sections **(i) & (ii).**

If you are applying for **Post B Classroom Assistant** you should complete sections **(i), (iii), (iv) & (v).**

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| **(i) Essential Criterion**  A minimum of 5 GCSEs including English Language and Mathematics at Grade C or higher or equivalent. |
| **(ii) Essential Criterion**  A minimum of three months experience of working with children in a formal environment e.g. school, nursery or playgroup. |
| **(Maximum 300 words) Word count ( )** |
| **(iii) Essential Criterion**  A minimum Level 2 Childcare qualification. (Please specify your qualification.) |
| **(iv) Essential Criterion**  A minimum of one year’s experience working with SEN pupils in a formal environment e.g. school, nursery or playgroup. |
| **(Maximum 300 words) Word count ( )** |

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| **(v) Desirable Criterion**  Experience of working with a child who has a diagnosis of Autistic Spectrum Disorder or a physical disability or a medical condition. |
| **(Maximum 300 words) Word count ( )** |

**REFERENCES**

|  |  |
| --- | --- |
| Please give details of two persons who have consented to give references, both of whom should be able to comment on your professional work. If you are currently or have recently been in employment one of your referees should be your employer or line manager. | |
| **Referee 1** | |
| Name |  |
| Occupation |  |
| Address  (including Postcode) |  |
| Telephone No |  |
| Email address |  |
| **Referee 2** | |
| Name |  |
| Occupation |  |
| Address  (including Postcode) |  |
| Telephone No |  |
| Email address |  |

**PERSONAL RECORD – CHILD PROTECTION STATEMENT**

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| **This post is subject to the Provisions of the Protection of Children and Vulnerable Adults (NI) Order 2003 and to The Education (Prohibition from Teaching or Working with Children) Regulations (Northern Ireland) 2006. The Regulations refer to certain roles that involve working with children or vulnerable adults.**  **Is there any reason why you cannot work in Regulated Activity?**  (Please delete as appropriate) YES / NO  **Is there any reason why you would not be suitable to work with children?**  (Please delete as appropriate) YES / NO |
| A criminal record will not necessarily be a bar to an applicant obtaining a position and any Disclosed Information will not be used unfairly. An AccessNI Enhanced Check will be requested for applicants. The AccessNI Code of Practice is available to applicants on request.  **Have you been convicted of any criminal offence or been subject to a police caution?**  (Please delete as appropriate) YES / NO  If YES please give details (include nature of offence, date of Conviction and sentence).  NB - This post is exempt from the provisions of the Rehabilitation of Offenders Order 1979. You must therefore disclose information about all convictions. |
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**DECLARATION**

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| a) The foregoing particulars are complete and correct to the best of my knowledge and belief.  b) I have not canvassed any member of the Board of Governors or sought anyone to canvass on my behalf.  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. |
| **Candidate Signature**: |
| **Date**: |

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| **CLOSING DATE FOR APPLICATIONS:**  **4.00 pm** on **Friday 3 October 2025**  Completed application forms should be e-mailed to [lmcallister024@c2kni.net](mailto:lmcallister024@c2kni.net)  **Or**  sent by post to: The Principal  Rathmore Grammar School  Kingsway  Dunmurry  Belfast  BT10 0LF.  **Receipt of application forms submitted by email will be acknowledged by return email. Should any applicant not receive confirmation of their application having been received, the onus is on the applicant to contact the School to ensure application has been received by the closing date and time.**  **Applicants who submit forms electronically will be asked to sign their application if invited for interview.**  **Please note that, if shortlisted, interviews will be held**  **as soon as possible thereafter. Candidates will be informed by email.** |

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| If submitting the application form by email, please ensure that **the Employment Monitoring Form is attached as a separate document within the email.**  **Or**  If sending the application form via post, please ensure that **the Employment Monitoring Form is enclosed in a separate envelope addressed to the Monitoring Officer**. |

Rathmore Grammar School is committed to appointing the best person for the job, irrespective of religious belief, gender or disability.