

## Application Form for Secretary/Administrator

**Position Applied For:** Secretary/Administrator

**Date of Application:** \_\_\_\_\_

### Information for Applicants:

St. Columb's School of Music Ltd. is committed to safeguarding and promoting the welfare of children and young people and expects all associates, volunteers and other third parties to share this commitment. Background checks will be undertaken before any appointment is confirmed in line with our school policy.

### Guidance Notes:

- You must complete all sections of the application form for us to be able to consider your application for shortlisting.
- If a section is not applicable to you, please state "N/A".
- We do not accept CV's instead of application forms. Although you may include a copy of your CV, the application form will be the primary source of information considered during recruitment.
- Please submit this form along with a covering letter supporting your application providing details of your relevant experience for this role, a statement of your personal qualities and why you have chosen St. Columb's School of Music Ltd. This should be no more than one page of A4. Please also provide details of the notice period for your current role, if applicable.
- Candidates should be aware that all posts involve some degree of responsibility for safeguarding children.
- Please note that originals of all documents are necessary. Photocopies or certified copies are not sufficient unless explicitly stated. Documents of educational qualifications and personal identification will be required.

### Equal Opportunities:

Our policy is to ensure that no job applicant receives less favourable treatment because of gender, marital status, age, race, sexual orientation, gender reassignment, religion, pregnancy/maternity or disability or disadvantaged by conditions or requirements which cannot be shown to be justifiable.

### Invitation to Interview:

If you are invited to interview this will be conducted in person and the areas covered will include exploration of suitability for the advertised role, suitability to work with children and your employment history.

Application for the role of: \_\_\_\_\_

<b>PERSONAL DETAILS</b> (Please complete using block capitals and black ink)	
Title: Mr/Mrs/Miss/Ms/Dr/Other (please state)	
Full First Name:	
Middle Name(s):	**
Surname:	
All other names currently used or known by:	
All other names previously used or known by:	
Place of birth: (city/province and country)	
Nationality:	
Current Address:	
Permanent or other address used for Correspondence (if different from current address):	

Email Address:	
Home telephone number:	
Mobile telephone number:	
Do you hold a current driving license (please state if you have a minibus licence etc)?	Yes <input type="checkbox"/> No <input type="checkbox"/> Minibus License <input type="checkbox"/>
Do you have regular use of a vehicle?	Yes <input type="checkbox"/> No <input type="checkbox"/>
National Insurance Number:	

**School name and location:** St. Columb's School of Music Ltd. Derry-Londonderry

**How did you hear of this position?** \_\_\_\_\_

**Educational and Academic Qualifications:**

Starting with the most recent, please give details of secondary schools, colleges and universities attended with examination dates, results and qualifications obtained. Evidence of qualifications may be requested.

Name and address of school/college/university or professional body	Dates of attendance		Examinations taken or to be taken (with dates)	Qualifications obtained
	From dd/mm/yy	To dd/mm/yy		

**Employment History:**

Starting with the most recent/current, please detail all employment history, including any unpaid or voluntary work. Please continue on a separate sheet if necessary.

Name and address of employer	Dates of employment		Nature of role and position held and description of duties
	From dd/mm/yy	To dd/mm/yy	



**Please provide details of any employment and/or unpaid/voluntary work that you would continue if employed in this role:**

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**Please provide details of any training courses you have attended and/or professional development you have undertaken which you feel would benefit you in this role:**

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**Outline any other skills/interests relevant to the role you are applying for:**

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## References

Please provide the names of two employment referees covering at least the past five years. One referee must be your current or most recent employer and all should be a line manager, or someone who supervised you during your employment. All professional referees must be from different organisations. If you are currently self-employed, please provide suitable contacts from current customers.

Please note that references will not be accepted from relatives or from those writing solely in the capacity of friends. It is normal practice for references to be obtained prior to interview should candidates be short-listed.

	<b>Referee 1</b>	<b>Referee 2</b>
<b>Name of Referee:</b>		
<b>Job Title:</b>		
<b>Address:</b>		
<b>Email Address:</b>		
<b>Telephone Number:</b>		
<b>Relationship with referee:</b>		



**Declaration:**

I certify that to the best of my knowledge, the information given in this application is factually correct and I understand that any false information or deliberate omission may, in the event of a successful application, result in dismissal or disciplinary action.

I acknowledge that undertaking verification of the information provided in this form is necessary to satisfy St. Columb's School of Music Ltd. of my suitability as an associate. I hereby authorise St. Columb's School of Music Ltd. to verify the information that I have provided and agree that any person who is contacted as part of this verification process may provide St. Columb's School of Music Ltd. with any information about me which that person holds which is relevant to my application.

I understand that information given in this application, and any other subsequent information provided, will be held on computer and processed in accordance with the Data Protection Act 1998 and I consent to the storage and use of such information for employment purposes.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Background Check:**

The successful candidate will be required to give his/her agreement to the Disclosure and Barring Service check before any employment commences. In the event of employment, any failure to disclose convictions and cautions which calls into question your suitability as an associate with children could result in dismissal or disciplinary action. Any information given about convictions and cautions will be treated in strictest confidence. It is a criminal offence for a barred list person to accept or knowingly apply for, offer to do, accept or undertake regulated activity work, paid or unpaid.

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? Please note, you must include all disclosable offences both in the UK and overseas.

Yes No 

If yes, please give particulars:

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Do you consent in carrying out an AccessNI check. Please note that only successful applicants will require an AccessNI. You can only become an associate of St. Columb’s School of Music Ltd. with a positive AccessNI disclosure check carried out.

Yes No 

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## **EQUALITY OF OPPORTUNITY**

### **PRIVATE AND CONFIDENTIAL**

#### **Monitoring Questionnaire**

We are an Equal Opportunity Employer. We do not discriminate on grounds of religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job.

To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our employees, as required by the Fair Employment Act 1989.

Regardless of whether we practice our religion most of us in Northern Ireland are either Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below.

**I am a member of the Protestant community**

**I am a member of the Roman Catholic community**

**I am neither a member of the Protestant nor Roman Catholic community**

**I am:**

**male**

**female**

**other**

If you do not complete this questionnaire we are encouraged to use the 'residuary' method which means that we can make a determination based on personal information on file.

#### **Note:**

It is not compulsory for you to answer the above questions and will not discriminate your application in any way.