

### **Application for Temporary Full-Time Teaching Appointment**

Please note this application form contains **10 pages** – no other pages/alterations will be accepted – see below.

You must complete the application form that has been included in this application pack **for these posts.**

The application form clearly states that any '**alterations to this form will invalidate your application**', and that '**additional pages must not be submitted**'. Increasing the space available within any section by means of enlarging the box(es) is considered to be an alteration and **will invalidate the form.**

<b>Post</b>	Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Both <input type="checkbox"/> (Tick as appropriate)		
<b>School</b>	Maine Integrated Primary School		
<b>Closing Date</b>	28 <sup>th</sup> June 2023	<b>Closing Time</b>	3pm
<b>Return Arrangements</b>	This form should be completed and returned to:		
	Application for the Post of Teacher ( temporary Full-Time)		
	Maine Integrated Primary School		
	93 Portglenone Road Randalstown		
	BT41 3EH		
<b>This form must <u>not</u> be submitted by email</b>			

Please ensure that you have read the 'Applicant Guidance Notes' before completing this application form. A Curriculum Vitae or additional pages must not be submitted. Applicants must ensure they provide sufficient information on the application form to enable the selection panel to assess their eligibility for consideration. Failure to do so will result in the application being rejected. Emailed or late applications will not be accepted.

**SECTION A – PERSONAL DETAILS**

(Dr/Mr/Mrs/Ms/Miss) Please delete as appropriate	Forename(s) )		Surname	
Address				
		Postcode		
Contact Email Address		Daytime Contact Number(s)		
National Insurance Number				
Are you free to remain in and take up employment in the UK?			Yes <input type="checkbox"/> No <input type="checkbox"/>	
GTCNI Registration Number		Date of Registration (or expected date as appropriate)		
Teacher Reference Number (if applicable)				
What notice are you required to provide your present employer?				

## SECTION A – PERSONAL DETAILS (Continued)

<b>Disability</b>	
The Board of Governors, as part of its Equal Opportunities Policy, welcomes applications from people with disabilities.	
In accordance with the Disability Discrimination Act, a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had a substantial and long-term adverse effect on their ability to carry out normal day to day activities”.	
Do you have a disability that requires reasonable adjustments to be made if you are called for interview or assessment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you consider yourself to have a disability, please provide any relevant information about requirements that you may have so that reasonable arrangements can be made for your attendance at interview (if short-listed).	

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## SECTION B – INFORMATION RELATING TO THE SELECTION PROCESS

### EDUCATION AND TRAINING

Post Primary School Education (for example GCSE/GCE etc.)				
Subject	Level of Exam	Examining Body	Grade◊	Year Obtained

Higher Education				
Name of University or College	Dates	Qualification / Degree Awarded◊		If honours, state class and division*
Main / subsidiary subjects studied in each year	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year

\*Predicted grade/classification can be entered. If an offer of employment is made and the predicted grade/classification has been used as an essential, desirable or enhanced criterion and is NOT achieved, the offer will be withdrawn.

Teacher Training			
College or University Department	Dates	Qualification(s) obtained	
Subjects Studied during training (main subjects and other subjects)			
Has the final exam been passed:	Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, when is the final result expected?	

Additional Qualifications		
Name of Awarding Body	Dates	Qualification(s) obtained

Membership of Professional Bodies		
Name of Organisation	Dates	Qualification/membership status attained

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Do you hold the Catholic Certificate in Religious Studies?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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## SECTION B – INFORMATION RELATING TO THE SELECTION PROCESS (Continued)

### EMPLOYMENT

Present Teaching Employment			
School name & type		Date appointed to the school	
School address		Present post held	
		Date appointed to present post	
	Postcode		Temporary <input type="checkbox"/> <b>OR</b> Permanent <input type="checkbox"/>
Enrolment at present school		Current point on teacher pay spine	
Key stage(s) / subjects taught since appointment			
Additional teaching responsibility allowance points (if any) attached to present post (include date of award of each allowance)			
Other allowances (if any) attached to present post (include date of award of each allowance)			
Outline duties / responsibilities attached to present post			

Previous Teaching Experience (Please list most recent first)					
Name and type of school	Position held (Include details of salary and any teaching allowances)	Key Stage/Subject(s) taught	Reason for leaving	Dates	
				From dd/mm/yy	To dd/mm/yy

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### SECTION B – INFORMATION RELATING TO THE SELECTION PROCESS (Continued)

#### EMPLOYMENT (Continued)

If you graduated <b>since 1997</b> , please indicate if you have successfully completed the following:					
Induction	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date completed			
EPD	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date completed			
If you graduated <b>before 1997</b> , please indicate if you have successfully completed the following:					
Probation	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date completed			

Non-teaching Employment (Please list most recent first)					
Name and address of employer	Job title/Grade	Dates (dd/mm/yy)		Main duties and responsibilities	Reason for leaving
		From	To		

#### CHILD PROTECTION

(Please note this post involves 'regulated activity' as defined under Safeguarding Vulnerable Groups (NI) Order 2007) (see notes of guidance)
Are you aware of anything in your employment or personal history that would render you unsuitable to work with children and young people? Yes <input type="checkbox"/> No <input type="checkbox"/> <b>If Yes, please provide details below.</b>

<b>GAPS IN EMPLOYMENT</b>
Please provide information below to explain any gaps in your employment history.

#### TRANSPORT

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Do you hold a current driving licence	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have access to a car or other suitable form of transport if necessary to meet the essential requirements of the post?	Yes <input type="checkbox"/> No <input type="checkbox"/>

### SECTION B – INFORMATION RELATING TO THE SELECTION PROCESS (Continued)

#### ESSENTIAL CRITERIA

In this section applicants must present clear evidence to demonstrate how they meet each of the essential criteria, including relevant dates (as appropriate) and relevant examples. Please ensure you only use the space provided. Additional pages will not be submitted to the selection panel.

<b>Essential Criteria</b> Please refer to the job description and person specification for details of the essential criteria.
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**Essential criteria Cont...**



**SECTION B – INFORMATION RELATING TO THE SELECTION PROCESS (Continued)**

**DESIRABLE CRITERIA**

In this section applicants must present clear evidence to demonstrate how they meet each of the desirable criteria, including relevant dates (as appropriate) and relevant examples. Please ensure you only use the space provided. Additional pages will not be submitted to the selection panel.

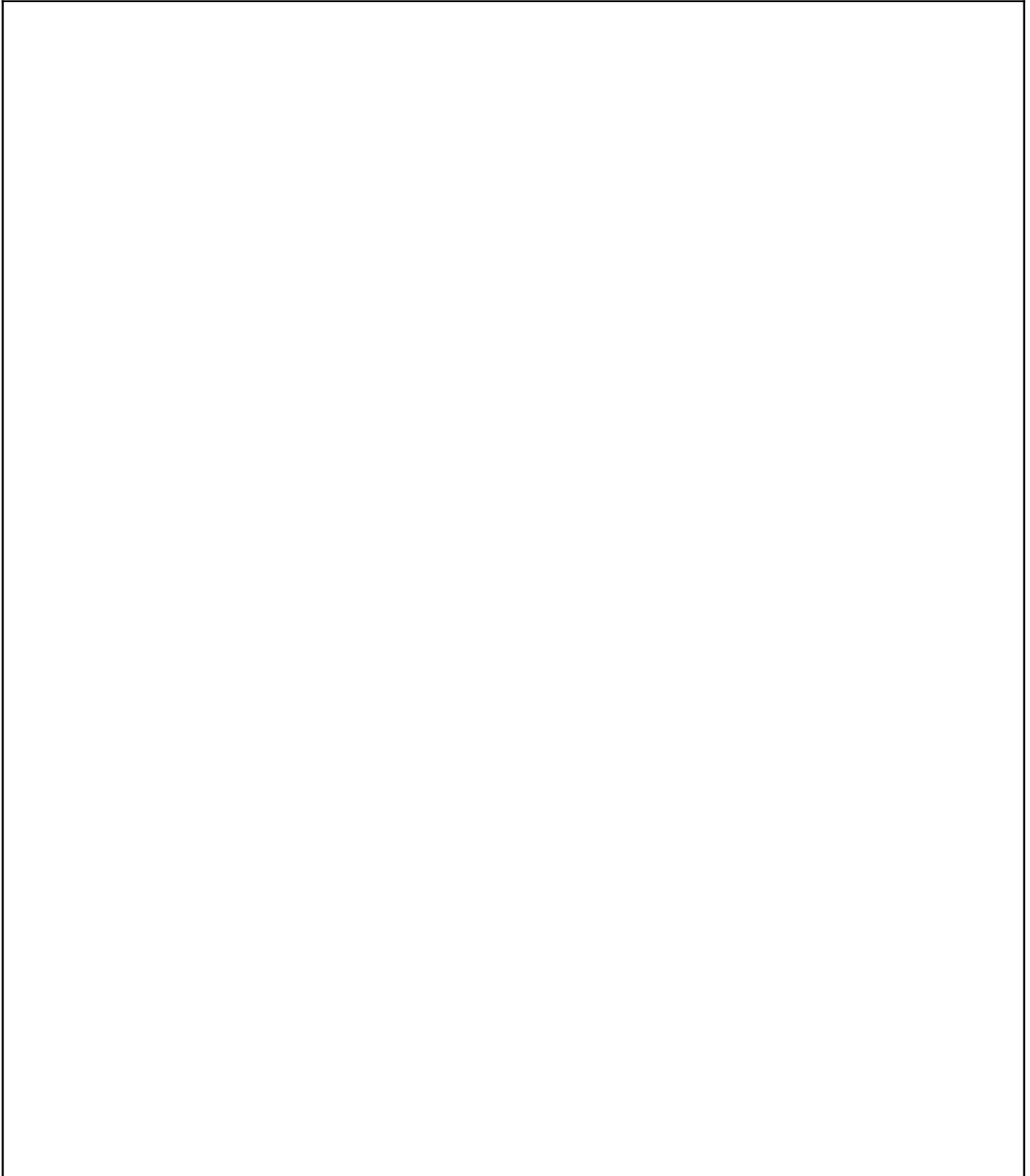
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## Desirable Criteria

Please refer to the job description and person specification for details of the desirable criteria.

Desirable Criteria Cont...

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## SECTION C – APPLICANT DECLARATION

Please tick to confirm.

- ☐ I have read the Terms and Conditions of Appointment relating to the position. I declare that I have not canvassed in any way and that the information contained in this form is true and accurate. I understand that canvassing and/or falsification of information could result in disqualification or dismissal.
- ☐ I understand that this post is (or may be) exempt from the provisions of the Rehabilitation of Offenders (NI) Order 1978. In the event of my application being successful, I consent to a check being made by Access NI, a single history disclosure body, to determine if there is any record of criminal convictions, pending prosecutions, cautions or bind-over orders against me.
- ☐ I understand that the information on this form is required by Maine Integrated Primary School for the purposes of processing my application. The information is covered by the provisions of the Data Protection Act 1998. I understand that by completing this declaration I am indicating my authorisation for Hazelwood Integrated Primary School Ltd to process and retain the information for the purposes stated including approaching my current employer for a reference in the event of my being recommended for appointment.

<b>Signature</b>		<b>Date</b>	
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**Please complete and return this form together with the Equal Opportunities Questionnaire by the closing date advertised, to the Address on the front of this form.**

**Maine Integrated Primary School Ltd is an Equal Opportunity Employer, committed to fairness and equality.**

**Fraud Prevention and Detection** – The Board of Governors is under a duty to protect the public funds it administers and, to this end, may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

# **Maine Integrated Primary School**

## **Applicant Guidance Notes**

**To assist with your application please read the following guidance notes**

## **CONTENTS PAGE**

### **INTRODUCTION**

The purpose of these guidance notes is to assist you in completing your application form.

These guidance notes are structured for ease of reference as follows:

<b>Section</b>	<b>Content</b>	<b>Page</b>
<b>1</b>	<b>Recruitment Documentation</b>	<b>3-4</b>
<b>2</b>	<b>Completing your Application Form</b>	<b>5-10</b>
<b>3</b>	<b>Completing your Equal Opportunities Monitoring form</b>	<b>11</b>
<b>4</b>	<b>Returning your Application Form</b>	<b>12</b>
<b>5</b>	<b>The Selection Process</b>	<b>13-14</b>
<b>6</b>	<b>Equal opportunities Guidance and Summary. Equal Opportunities Monitoring Questionnaire, Fair Employment Monitoring Questionnaire</b>	<b>15-18</b>

## **Section 1**

### **RECRUITMENT DOCUMENTATION**

Before completing your application, please make sure that you have access to, and have read, the following recruitment documentation.

- ☐ **Job Description**
- ☐ **Person Specification**
- ☐ **Terms & Conditions of Appointment**
- ☐ **Application Form (to be completed)**
- ☐ **Equal Opportunities Monitoring Questionnaire (to be completed)**

### **Job Description**

The Job Description provides an overview of the main purpose of the job and a summary of responsibilities and personal duties.

### **Personal Specification**

The Personal Specification includes the essential criteria that you **must** possess in order to be eligible to apply for the job. These criteria include qualifications, experience or skills which you **must** possess in order to be short-listed to the next stage of the selection process. The Personal Specification may also include some additional desirable criteria, if applicable, which we reserve the right to apply. The additional desirable criteria may be applied if a large number of applications are received for a particular post. The Personal Specification is very important and you need to continually refer to it when you are completing your application form. You will only be short-listed to the next stage of the selection process if the information you have provided in your application form clearly demonstrates, by way of personal and specific examples, that you meet the criteria which you **must** possess within the Personal Specification.

### **Terms & Conditions of Appointment**

The Terms & Conditions of Appointment include information relating to the rate of pay, annual leave entitlement, hours of work, etc.

It is also important to check that you are eligible to apply for the post, for example, some jobs are internal trawls open only to existing employees.

### **Equal Opportunities**

The School is an Equal Opportunities Employer. It is the policy of the School to provide equality of opportunity to all persons regardless of their religious belief, political opinion, sex, pregnancy or maternity related issues, race, age sexual orientation, whether they are married or in a civil partnership, whether they are disabled, or whether they have undergone, are undergoing, or intend to undergo gender reassignment.

We do not discriminate against job applicants or employees on any of the grounds listed above. We aim to select the best person for the job and all recruitment decisions will be made objectively.



## Section 2

### COMPLETING YOUR APPLICATION FORM

Please ensure you answer all questions. You must ensure that when completing your application form that black ink is used and if completed by hand writing that it is legible.

You must limit your text as indicated on the application form. You must not use continuation sheets and you must not alter the format of, or increase/decrease the size of the boxes within the application form to allow additional space, for example, remove the criteria detailed at the top of each page.

The essential and desirable criteria, that is, the qualifications and experience requirements, may be different for each recruitment campaign. Therefore, please ensure that you complete the application form which has been specifically produced for the job which you are applying for.

Where written communication is an essential criterion for the post, the shortlisting panel will have regard to your completion of the application form, including spelling and grammar as appropriate.

Please do not attach additional sheets or CVs rather than completing the appropriate boxes on the application form. **Additional sheets and CVs will not be considered by the shortlisting panel.**

### SECTION A – PERSONAL DETAILS

#### Contact Details

Please enter your name, address and preferred contact telephone number on the front page of the application form.

#### Nationality

All applicants should ensure that they are free to remain in and take up employment in the United Kingdom. Successful candidates will be required to provide supporting documentation. Details of acceptable documentation are available from Human Resources.

#### References

Please give the names of two suitable referees. For posts involving regulated activity at least one reference should be a previous or current employer able to comment on your suitability to work with children/young people in an education setting and your professional ability.

Please note that if you do not include your present/most recent employer as a referee, in the event of your being offered a post the Board of Governors will seek a reference from your present/most recent employer. By completing the declaration at Section C of the application form you indicate your agreement to this reference being sought.

Please obtain the prior consent of your referees. If you are successful in the selection process, we will contact your referees seeking information in a structured and consistent format. Please do not submit references with this application form.

## **Disability**

The School is an Equal Opportunities Employer and welcomes applications from people with disabilities. In accordance with the Disability Discrimination Act, a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had a substantial and long-term adverse effect on their ability to carry out normal day to day activities”.

Please indicate if you require any reasonable adjustments for any part of the recruitment and selection process. Do not assume that because you have indicated on the Equal Opportunities Monitoring Questionnaire that you have a disability that reasonable adjustments will automatically be made. As previously stated, this form is detached prior to being viewed by the selection panel. The School Administrator will contact you to discuss your needs in more detail.

## **SECTION B – INFORMATION RELATING TO THE SELECTION PROCESS**

Applicants are strongly advised to carefully consider the job description and the person specification for the post. When completing Section B of your application form include all pertinent details and ensure that you clearly demonstrate how you meet each of the essential and desirable criteria for the post.

It should be noted that shortlisting will be based solely upon the information provided on your application form. Members of the shortlisting panel are not permitted to take into consideration information known to them personally about your application or to make any assumptions about the information which you have provided.

## **Education**

Please provide the following information for each qualification that you possess:

- If you are applying for a post on the basis of a qualification which is not specifically detailed in the personal specification for the post, but which you consider to be a relevant equivalent qualification, you must provide specific evidence to demonstrate its equivalency in comparison to the qualification that was specifically detailed in the personal specification. It is therefore your responsibility to demonstrate on the application form how the qualification you possess is deemed equivalent to the qualification(s) detailed in the personal specification. You must submit clear evidence in respect of the subjects/modules you have undertaken, the examining body which has verified its equivalency for you and the breadth of overlap. If you do not provide this ‘equivalency information’ the panel will not be able to consider your application further.
- It is important to be as specific as possible as the possession of relevant qualifications may be used as part of the short-listing process. If the information relating to your qualification is incomplete, for example, you do not state the grades for your GCSEs; the panel will not be able to consider your application further.

### **Professional Qualification and Membership of Professional Bodies (If applicable)**

Please include full details of the professional body or organisation, the current professional qualification and the date of attainment. Also include the type of membership you hold, for example, Graduate, Associate, Fellow, etc, and the date when this grade of membership was obtained. If the membership has lapsed, please state this on the application form.

### **Relevant Training Courses Attended**

Please include full details of any relevant training course together with the training body, the name and level of course and when this was attended.

### **Current/Most Recent/Previous Employment**

Please include the name and address of your current employer, the exact date your employment started (that is, the date, month and year), the title of the position you hold, your current salary or scale of post and the notice period. It is important to state your exact dates of employment (that is, date, month and year) because this may be calculated to the exact day for short-listing purposes.

Please state the start and end dates of your relevant experience (that is, date, month and year) and check the accuracy of these dates before submitting your application form. It is important to state your exact dates of employment (that is, date, month and year) because this may be calculated to the exact day for short-listing purposes. If you provide insufficient detail about the dates of your experience, you will not be short-listed.

You must possess the required length of experience at the closing date for receipt of application forms as the short-listing and interview panel will only consider experience up to this date.

### **Child Protection**

Candidates will be required to provide current and valid photographic evidence of their identity at interview, which can be a driving licence, passport, electoral identity card, or if the candidate is a foreign national, a national identity card. A photocopy is not acceptable. Candidates may be refused an interview if they do not comply with this requirement.

You must provide an explanation for gaps in employment history. Applicants for all positions including those involving 'regulated activity' will be asked to explain any gaps in their education/employment during the interview process.

Regulated activity is defined as work (whether in a paid or voluntary capacity) that involves contact with children or vulnerable adults and is: in a specified role; in a specified place and meets the frequency (once a month or more) and intensiveness test (3 days or more in a single 30 day period). Further details in relation to legislative requirements can be accessed on [www.nidirect.gov.uk/vetting](http://www.nidirect.gov.uk/vetting) or [www.dojni.gov.uk/accessni](http://www.dojni.gov.uk/accessni).

Posts involving work in educational establishments are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007. If the post is deemed to involve regulated activity under this legislation, the School will be required to obtain an Enhanced Disclosure Certificate from Access NI which provides details of **unfiltered**\* spent and unspent convictions as well as other relevant information held in police records or other law enforcement agencies. This can include information about attempted prosecutions that were unsuccessful or behaviour that might be indicative of criminal activity. The **successful candidate** will be required to complete an Access NI Disclosure Certificate Application Form at the time of appointment and will be expected to meet the cost of an Enhanced Disclosure Certificate. 'Prior to the online completion of the Disclosure Certificate Application Form, the candidate must bring the PIN Notification and ID Validation Form and relevant documentation to the Principal/Line Manager for completion following verification of the candidate's identity.'

Following completion of the checks by Access NI a disclosure certificate will be issued, this certificate will detail (if applicable) the criminal background history of the candidate or state that no convictions were found.

The majority of school posts are exempt from the Rehabilitation of Offenders Order 1978. Appointment to such posts will be subject to the satisfactory completion of criminal background checks by Access NI. It should be noted that having a criminal record does not necessarily debar an applicant from employment. Each individual case is considered on its merits taking all relevant factors into account.

The policy on Employment of Ex-Offenders and the policy on Management, Handling and Disposal of Disclosure information provide further information in this regard

**\*Since 14 April 2014, Access NI filters criminal records for standard and enhanced checks. Access NI follows filtering rules that apply to convictions, cautions, informed warnings or diversionary youth conferences in an individual's criminal history. Filtering does not remove cautions, warnings and diversionary youth conferences for specified offences.**

#### **Transport (if applicable)**

Please confirm if you have access to transport to meet the requirements of the post.

## Essential and Desirable Criteria

You will be required to demonstrate, by giving personal and specific examples on your application form, how you meet the experience as detailed in the personal specification. What we mean by personal and specific examples is evidence of your personal involvement in this experience and relevant examples to show the breadth of your experience.

When providing examples, it is imperative that you demonstrate on your application form how and to what extent you meet the essential criteria.

- Do not use acronyms or complex technical detail. Write for the reader who may not know your job.
- Write down clearly your personal involvement in any experience you quote. Write “I” statements e.g. I planned meetings, I managed a budget, I prepared a presentation. It is how you actually carried out a piece of work that the panel are interested in.
- The examples you provide should be concise and relevant to the criteria. It is your unique role the panel are interested in, not that of your team or division.
- In preparing your application form you may wish to think about having a clear structure for each of your examples, such as:

Situation – briefly outline the situation

Task – what was your objective, what were you trying to achieve

Action – what did you actually do, what was your unique contribution? Result

– what happened, what was the outcome, what did you learn.

Please note that the panel can only make a decision to invite you to the next stage of the selection process, i.e. assessment centre, selection testing, interviews etc, based on the information you provide in your application form and how this matches the criteria in the person specification. You must complete the relevant information relating to your experience in the relevant section/“box” provided. Never assume that because the short-listing panel know you, or your work, or because you have worked for the school for a long time that there is no need to provide detailed information in your application form. It is your responsibility to demonstrate sufficient evidence, by way of personal and specific examples, that you meet the criteria in the person specification. If you supply insufficient detail, by way of personal and specific examples, you will not be short-listed.

## **SECTION C APPLICANT DECLARATION**


### **Declaration**

After you have read and confirmed your acceptance of the declaration please sign and date in the appropriate boxes. By signing the box, you are certifying that the information you have provided is correct and that any false or misleading information, if proved, may result in your application not being progressed, or, if appointed, dismissal from the service of the School.

The information on your application form is required by the School for the purposes of processing your application. The information will be processed in compliance with the Data Protection Act 1998. Signing this form indicates that you are giving your consent for the School to collect, retain and use the personal data you provide in accordance with this application process.

### **Data Protection**

Applicants must ensure that the details provided on the application form are correct. The data provided will be processed in accordance with the Data Protection Act 1998. The information will be used to:

- process the application;
- form the basis of the computerised and manual record of the recruitment and monitoring process;
- form the basis of a computerised and manual employment record if appointed; and  complete the Equal Opportunities annual monitoring return.

All forms and associated documentation will be treated in the strictest confidence. However, in the case of an applicant taking a legal case against the School, it may be necessary to disclose information to the parties involved. The documents may also be disclosed to the Equality Commission during the course of investigations resulting from claims of discrimination.

### **Canvassing**

Canvassing means contact or communication at any time in any manner (direct, indirect, oral or written, specific or general) with a member or officer of the School or any member of the Board of Governors involved in the recruitment of the post for which the person has applied which could be deemed or perceived to be for the purpose of advancing that application. Any applicant who is found to have approached a panel member regarding a post with a view to seeking favourable treatment will be disqualified.

## **Section 3**

### **COMPLETING YOUR EQUAL OPPORTUNITIES MONITORING QUESTIONNAIRE**

Applicants must also complete and submit the Equal Opportunities Monitoring Questionnaire, even if they have previously applied for employment with the School.

The School monitors applications for employment in terms of community background, sex, marital status, political opinion, racial group, disability, sexual orientation and family status. The use and confidentiality of community background information is protected by the Fair Employment and Treatment (Northern Ireland) order 1998. It will be used only for monitoring, investigations or proceedings under the requirements of the above legislation.

The Equal Opportunities Monitoring Questionnaire is submitted in addition to the Application Form and should be returned by the specified closing time and date. Upon receipt of both by the School, either in hard copy or electronically, the forms are referenced, separated and stored confidentially.

The Equal Opportunities Monitoring Questionnaire is not presented to the selection panel. The form will as stated only be used for monitoring, investigations or proceedings under the requirements of the above legislation.

## Section 4

### RETURNING YOUR APPLICATION FORM

It is the applicant's responsibility to ensure that the application form is fully and correctly completed and signed and that all relevant information in support of their application is included. Applications received after the closing date and time **will not be considered**. Unfortunately, at present application forms cannot be completed on-line.

**Applicants must not submit a Curriculum Vitae or attach additional sheets. Please ensure that you retain the original format of the application form at all times. Any alterations made to the application form will invalidate the application e.g. if you increase/decrease the size of the boxes within the application form to allow additional space or you create additional space which results in increasing the number of pages contained within the application, the form will not be accepted.**

We accept no responsibility for checking forms upon receipt and/or notifying candidates if forms are unreadable or incomplete for technical reasons, or otherwise.

Completed application forms together with the Equal Opportunities Monitoring Questionnaire should be **posted or delivered in person to the address stated on the application form** to be received by the specified date and time.

Application forms which are received after the closing date or time (even by a minute) will not be accepted.

Please make sure that all questions are fully answered before returning your application form to us as we cannot accept any additional or supplementary information after the closing date for receipt of application forms.

The School will not accept responsibility for application forms delivered by any other method or to any other location. **Application forms received after the specified closing time on the closing date will not be considered.**

Application forms are not accepted by email.

Applicants should note, when returning application forms, that the correct postage for the weight and size (including thickness) of the envelope is required, otherwise it may be delayed, possibly not meeting the closing date, and therefore be refused. Applications posted with insufficient postage may not be delivered at all. Please also ensure that the envelope is correctly addressed.

Any candidates who are experiencing difficulties completing their application form because of a disability or who have any queries regarding the recruitment process should contact the appropriate contact as indicated in the advertisement or trawl notice.



## Section 5

### THE SELECTION PROCESS

You are strongly advised to carefully consider the job description and the criteria for the post, and to ensure that your application includes all pertinent details and demonstrates clearly how you meet each of the criteria for the post.

You should note that short-listing will be based solely upon the information provided by you on your application form. Members of the short-listing panel are not permitted to take into consideration any information they already know about you.

#### Short-listing

The essential criteria as set out in the personal specification are the minimum requirements for the post. Often there is a large number of applications for a post and selection panels are unable to interview all candidates who meet the minimum essential criteria. In these circumstances the panel may apply desirable criteria, inviting only those who meet both the essential and desirable criteria to interview. Alternatively, the panel may agree to enhance what is expected in relation to the minimum essential criteria, inviting those who have provided the best evidence on their application form to interview.

To ensure that all applicants are treated fairly and consistently, this use of desirable or enhanced criteria will be agreed at short-listing prior to examination of the application forms. It is the responsibility of applicants to provide the best evidence possible on their application form to demonstrate how they meet each of the essential and desirable criteria.

#### Interview Arrangements

Short-listed candidates will be notified of the date and time of interview. You will be required to bring current and valid photographic evidence of identity to interview, i.e., passport, driving licence, electoral identity card or, if a foreign national, a national identity card. A photocopy is not acceptable. Failure to provide such evidence of identification may result in you being refused an interview.

If you are unable to attend the interview at the date and time specified, or wish to withdraw from the selection process, it is essential that you contact the Principal at the earliest opportunity either by telephone or in writing. A request for an alternative interview date will only be considered in exceptional circumstances and will be at the absolute discretion of the Board of Governors.

#### Notification of the Successful Candidate

Candidates should note that selection panels, including Boards of Governors, **recommend** candidates for appointment only. Candidates are advised that a recommendation for appointment is **not** an offer of employment and must not be treated as such.

A candidate is deemed to have been offered the post **only** on receipt of a formal written offer of employment from the School. **Recommended candidates should take no action to terminate**

**their current employment until they are in receipt of a formal written confirmation of employment from the School.**

Any recommendation for appointment will be subject to the following:

- Completion of a Health Declaration Form. Upon receipt of such the School may, at its discretion, require a candidate to attend a medical examination;
- Issue of a satisfactory Enhanced Disclosure Certificate for posts involving regulated activity;
- Documentary evidence of eligibility to work in the UK;
- Receipt of original Birth Certificate;
- Receipt of original documentary evidence of qualifications;
- Receipt of two satisfactory references. For posts involving regulated activity at least one reference should be a previous or current employer able to comment on the candidate's suitability to work with children/young people in an education setting and their professional ability.

The information provided must be official original proof that you possess, at the closing date for receipt of application forms, all qualifications and/or membership of any relevant professional bodies which you relied on to support your application form.

## Section 6

### **GUIDANCE AND SUMMARY OF THE EQUAL OPPORTUNITIES POLICY**

Maine Integrated Primary School (The “School”) is an Equal Opportunities Employer. It is the policy of the School to provide equality of opportunity to all persons regardless of their political opinion, sex, pregnancy or maternity related issues, race, age sexual orientation, whether they are married or in a civil partnership, whether they are disabled, or whether they have undergone, are undergoing, or intend to undergo gender reassignment.

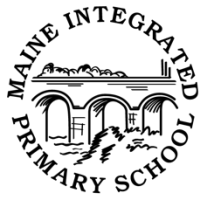
We do not discriminate against job applicants or employees on any of the grounds listed above. We aim to select the best person for the job and all recruitment decisions will be made objectively.

In this questionnaire we are asking you to provide us with some personal information about yourself. We are doing this for to demonstrate our commitment to promoting equality of opportunity in employment. The information which you provide will assist us in measuring and developing the effectiveness of our equal opportunities policy and to develop any affirmative action policies.

You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so.

Access to this information will be strictly controlled and will not be available to those considering an application for employment. Monitoring will involve the use of statistical summaries of information in which the identity of individuals will not appear. The information will only be used for monitoring the effectiveness of the School’s Equal Opportunities Policy and to comply with its obligations relating to monitoring, investigations or proceedings relating to the requirements equality legislation which is applicable in Northern Ireland.

A copy of the School’s Equal Opportunities Policy is available on our website.



# MAINE INTEGRATED PRIMARY SCHOOL

*PRIVATE AND CONFIDENTIAL*

## *EQUAL OPPORTUNITIES MONITORING FORM*

Please read the notes of the reverse of this form before completing this questionnaire.

Please complete the following sections: Tick boxes as appropriate.

**1 MARITAL STATUS:** SINGLE ☐ MARRIED ☐  
WIDOWED ☐ DIVORCED ☐ OTHER/SPECIFY \_\_\_\_\_

**2 DATE OF BIRTH** \_\_\_\_\_

**3 DISABILITY**

Do you consider yourself to have a disability?

YES ☐ NO ☐

If yes, please indicate the nature of your disability by ticking the appropriate box(es).

MOBILITY	<input type="checkbox"/>	DEXTERITY/CO-ORDINATION	<input type="checkbox"/>
VISION	<input type="checkbox"/>	PSYCHIATRIC/MENTAL	<input type="checkbox"/>
HEARING	<input type="checkbox"/>	LEARNING	<input type="checkbox"/>
SPEECH	<input type="checkbox"/>	OTHER (Please specify):	_____

**4 RACE/ETHNIC ORIGIN:**

WHITE	<input type="checkbox"/>	CHINESE	<input type="checkbox"/>	IRISH TRAVELLER	<input type="checkbox"/>
INDIAN	<input type="checkbox"/>	BLACK AFRICAN	<input type="checkbox"/>	BLACK CARIBBEAN	<input type="checkbox"/>
PAKISTANI	<input type="checkbox"/>	BANGLADESHI	<input type="checkbox"/>	OTHER (specify)	_____

**THANK YOU FOR YOUR CO-OPERATION**

**NB This questionnaire should be returned along with the application form.**

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*Fair Employment Monitoring Questionnaire*

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Ref No: T0623

Private & Confidential

**Introduction:**

We are an Equal Opportunities Employer. We do not discriminate against our job applicants or employees and we aim to select the best person for the job.

We monitor the community background and sex of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the *Fair Employment & Treatment (NI) Order 1998*.

You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer these questions. Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

**Community Background:**

Regardless of whether they actually practice a religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

**Please indicate the community to which you belong 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 not a member of either the Protestant or the Roman Catholic communities:

☐

*If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.*

**Sex: Please indicate your sex by ticking the appropriate box below:**

Male:

☐

Female:

☐

**Note: If you answer this questionnaire you are obliged to do so truthfully as it is a criminal offence under the *Fair Employment (Monitoring) Regulations (NI) 1999* to knowingly give false answers to these questions.**

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## *EQUAL OPPORTUNITIES MONITORING*

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It is the policy of Maine Integrated Primary School that all eligible persons will have equal opportunity for employment and advancement in the Board, irrespective of perceived religious belief, political opinion, gender, disability, age or race.

Selection for employment and advancement will be on the basis of ability, qualifications and aptitude to carry out the duties of the post.

In order to fulfil its legal obligation under the Fair Employment and Treatment (NI) Order 1998 and to ensure that its Equal Opportunities Policy Statement is effectively implemented, Maine Integrated Primary School is monitoring job applicants. Monitoring involves a comparison of recruitment and career progression of applicants with regard to sex, marital status and disability.

Access to this information will be strictly controlled and will not be available to those considering your application for employment. Monitoring will involve the use of statistical summaries of information in which the identities of individuals will not appear. This information will not be available for any purpose other than Equal Opportunities Monitoring. While Maine Integrated Primary School will seek to maintain the confidentiality of all documentation relating to appointments, disclosure of documentation may be required under the provisions of the equality legislation applicable in Northern Ireland.

***It should be noted that it is an offence, under the Fair Employment and Treatment (NI) Order 1998 to give false information to an employer who is seeking information from job applicants.***

**The Application Form along with the Monitoring Form should be posted/delivered to:  
Maine Integrated Primary School, 93 Portglenone Road, Randalstown, BT41 3EH.**