



**The Royal School, Armagh**

**EMPLOYMENT APPLICATION FORM**

**Section A**

**The Royal School Armagh**

**Tel: 028 3752 2807 Email: smcqueen305@c2kni.net**

**Post Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- |
| **Your Details** | | | | | | |
| Surname: | | Forename(s): | | | | Title: |
| Address: | | | | | | |
| Telephone No(s): | Home: | | Work: | | Mobile: | |
| E-mail: | | | | | D.O.B.: | |
| Are you entitled to work in the UK? Yes / No | | | | | | |
| **References**  **Please give details of two relevant referees, one of whom must be your current or most recent employer.** | | | | | | |
| Title / Name: | | | | Title / Name: | | |
| Position: | | | | Position: | | |
| Relationship: | | | | Relationship: | | |
| Address: | | | | Address: | | |
| Tel: | | | | Tel: | | |
| E-mail: | | | | E-mail: | | |
| May we contact this referee prior to interview?  Yes / No | | | | May we contact this referee prior to interview?  Yes / No | | |
| **Sickness Record**: Please state periods of sickness in the last 24 months. (please indicate length of each separate period of absence) | | | | | | |
| Please detail any other post(s) at the Royal School, Armagh for which you have recently applied: | | | | | | |
| **Declaration** | | | | | | |
| I certify that the information provided is true and correct and I understand that providing false or misleading information will disqualify me from appointment, or if appointed, will render me liable to disciplinary action which could lead to dismissal.  **Signed**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Data Protection: Your application will be processed in accordance with the Data Protection Act 2018* | | | | | | |

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| **Guidance Notes for Applicants** |

These guidelines are to help you complete the application form. Please complete your application in **either black** type or black ink to aid photocopying. CV’s are not accepted with this application form.

# Further Particulars

Please read through the detailed further particulars paying special attention to the essential requirements of the job specification. You should use the additional information section in the application form to fully demonstrate your suitability for the position.

# Section A

**References**

Please give the name, address and email of two referees, including your existing or last employer, to whom reference may be made in support of your application. If this is your first job then one reference should be from your head teacher, lecturer or similar. Please ensure your referees are in a position to respond promptly as no appointment will be made without receipt of satisfactory references. If you **do not** wish us to contact your referee prior to interview, please indicate this in the space provided.

# Equal Opportunities

The Royal School Armagh is an equal opportunities employer and will consider all applications on the basis of merit alone. Collecting religious background, ethnicity, and gender information is important to ensure that we address any areas of under-representation and that, we are fair and comply with the law. Your personal data will only be viewed by the Monitoring Officer in accordance with the provisions set out in the Data Protection Act 1998.

# Sickness

Please state how many days’ sickness absence you have taken within the past 24 months, clearly indicating length of each separate period of absence (i.e. number of days). Should your application progress to the interview stage, information supplied will be confirmed with your current/most recent employer when calling for reference. Any offer of appointment will be subject to the satisfactory completion of a health questionnaire.

# Section B

**Employment**

Starting with your current or most recent position, list all the work you have done previously (as you deem appropriate). Please detail any gaps in employment as fully as possible. Please also provide details of any unpaid voluntary work.

# Education & Training

Please detail any relevant education or training you have had, starting with the most recent first.

# Additional information

You should use this area to ensure that you highlight any information that shows how you meet the requirements of the job. Please describe the skills, knowledge and experience that you have gained in your current or previous employment, education, training, voluntary, community or leisure interests. Please also provide a statement of why you are interested in the post. Please continue on a separate sheet if necessary.

# Section C

**Disability**

If you consider that you are a disabled person and you require adjustments to be made to the application or interview process, please contact us to discuss your requirements. It would be helpful if you could contact us immediately when you are notified of an interview so that we can make any necessary arrangements for you. The Royal School Armagh is committed to ensuring that reasonable adjustments are provided, where appropriate and practicable, for any disabled employee who meets the definition of disability outlined in the Disability Discrimination Act which ca me into effect on 1 October 2004, to assist them in performing their duties effectively.

# Completed applications must be returned by the closing date shown on the job advertisement. Owing to the potentially large number of enquiries and consequential processing/postage costs, regretfully, it is not possible to enter into further correspondence with all applicants. Therefore, if you do not receive any communication by the interview date, please assume that, on this occasion, your application has not been successful.

If **you are called for interview, please note that you will need to bring your degree/qualification certificate(s) and proof of identity with you.**

# Thank you for your interest in working for the Royal School Armagh.

**SECTION B**

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| --- | --- | --- | --- | --- | --- |
| **Current Employment** | | | | | |
| Job Title: | | | | Present Salary:  (Per annum) | |
| Duties: | | | | | |
| Reason for leaving: | | | | | |
| Name and Address of Employer: | | | Date employment started:  Period of notice required:  Date able to start: | | |
| **PREVIOUS EMPLOYMENT** | | | | | |
| Dates | Name & Address | Position held & Duties | | | Reason for leaving |
|  |  |  | | |  |
| Education and Training | | | | | |
| **Date** | **Institution Attended** | **Qualifications Gained - Subject & Grade** | | | |
|  |  |  | | | |
| **Additional Information** | | | | | |
| You should use this area to ensure that you highlight any information that shows how you meet the requirements of the job. Please also provide a statement of why you are interested in the post. | | | | | |
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**SECTION C**

The Royal School Armagh is an Equal Opportunities employer and to ensure that an applicant/employee who is disabled, for the purposes of the Disability Discrimination Act 1995, is not unjustifiably discriminated against and, to ensure that all reasonable adjustments and arrangements are made in respect of the interview process, please complete the following:

**Disability.** Do you believe that you have a disability that maybe covered by the Disability Discrimination Act? Yes / No

When answering this question please note that, under the Disability Discrimination Act 1995, you are considered to be disabled if you have a mental or physical impairment which has a substantial and long term adverse effect upon your ability to carry out normal day to day activities.

If yes, what is your impairment? (Please mark those that apply)

* Mobility/Wheelchair user
* Deaf/Hearing Impairment
* Unseen Impairment eg. Diabetes/heart disease/epilepsy
* Speech
* Physical co-ordination
* Ability to lift, carry or move everyday objects
* Blind/Partially sighted
* Autism/Mental Health/Learning Difficulty
* Dyslexia/Other impairment (Please specify)
* Memory/Concentration
* Continence
* Perception of the risk of physical danger

How long have you had this impairment?

What effect does this impairment have on your ability to carry out normal day to day activities?

**Media Monitoring**: Can you please advise where and when you saw this vacancy advertised?

**Please Note**

**Section D will be separated from your application, by The Monitoring Officer, and will play no part in the selection process**

**Section D**

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| **Equal Opportunities Monitoring Form** |

The Royal School Armagh is an equal opportunities employer. Applicants are considered on the basis of their suitability for the job regardless of race, colour, national or ethnic origins, nationality; belonging to the Irish Traveller community, sex, marital status, sexual orientation, disability, class, age, political or religion/religious belief or similar philosophical belief. To operate this policy and for no other purpose, applicants are asked to complete all of this form. The Equal Opportunities Monitoring Form will only be used for the purpose of monitoring the Equal Opportunities Policy and will be destroyed after the compilation of statistics. In order to help The Royal School Armagh ensure that its Equal Opportunities Policy is carried out, we would be grateful if you could provide the following information. All information given will be treated as strictly confidential and processed inaccordance with the Data Protection Act 2018.

**Date of Birth: Age: Gender: Male / Female / Prefer not to say**

**Nationality:**  **Country of Birth:**

**Marital Status:**

**Religion, Religious Belief or Similar Belief.**

Please indicate whether you hold a religious belief or similar belief: Yes / No

**Religion, Religious Belief or Similar Belief:**

Please indicate to which Religious Community you belong:

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

**Ethnic Background.** Please note that ethnic origin is not about nationality, place of birth or citizenship. It is about colour and broad ethnic grouping. People may belong to any of the groups listed below.

Please indicate which group best describes your Ethnic origin:

* White
* Asian: Of Indian Origin
* Asian: Of Pakistani Origin
* Asian: Of Bangladeshi Origin
* Asian: Of East African Origin
* Asian: Of Chinese Origin
* Asian: Of Other Origin
* Black: Of Caribbean Origin
* Black: Of African Origin
* Any other group, please specify: