



Job Ref No: S10021

Closing Date:
4.00 pm on Monday 29 March 2010

CONFIDENTIAL

APPLICATION FORM : CA/NA

Post: Nursery Assistant

Location: Hart Memorial Primary School, Portadown

Applicants should refer to the Notes of Guidance before completion of this form. **A Curriculum Vitae or additional pages must not be submitted, any alterations to this form will invalidate your application.** 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. **Faxed, e-mailed or late applications will not be accepted.**

1 PERSONAL DETAILS

Surname:	Forename(s):	Dr/Mr/Mrs/Ms/Miss <i>Delete as appropriate</i>
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Previous Surname(s):

Address:	Telephone number: (Home)
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Postcode:	(Daytime contact number):
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National Insurance No: ___ / ___ / ___ / ___ / _	E-mail address:
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Are you an EU citizen? YES/NO	Do you have access to a car or other suitable form of transport if necessary to meet the requirements of the post? YES/NO
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Do you hold a current driving licence? YES/NO
If yes, please state type of licence which you hold:

2 QUALIFICATIONS (Original documentary evidence will be required from the successful candidate)

Include below courses successfully completed and/or currently being undertaken

CHILDCARE/CLASSROOM ASSISTANT QUALIFICATIONS

Full Title of Course Undertaken	Level	Examining Body	Grade	Month/year obtained	Month/year expected
<i>Examples:</i> Early Years Care and Education Diploma in Nursery Nursing	NVQ III Diploma	CACHE NNEB	To be awarded Pass	June 1993	June 2008

7 DISABILITY

In accordance with the Disability Discrimination Act 1995, 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".

If you consider yourself to have or have had a disability that is relevant to the position for which you are applying please provide any relevant information about your disability and any requirements that you may need so that we can process your application fairly and make any reasonable arrangements/adjustments to enable you to attend for interview.

The Board, as part of its Equal Opportunities Policy, welcomes applications from people with disabilities.

8 DECLARATION (CANVASSING, FALSE DECLARATION, CONSENT, DATA PROTECTION/REFERENCES)

I hereby certify and declare that:

- 1) 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.
- 2) I understand this post is (or may be) exempt from the provision of the Rehabilitation of Offenders (Exceptions Amendment) Order (Northern Ireland) 1987. In the event of my application being successful, I consent to a check being made by Access Northern Ireland (AccessNI), a Single History Disclosure Body, to determine if there is any record of criminal convictions, pending prosecutions, cautions or bind-over orders against me;
- 3) I understand that the information on this form is required by the Board for the purpose of processing my application. The information is covered by the provisions of the Data Protection Act 1998. My signature on the form is deemed to be an authorisation by me to allow the Board to process and retain the information for the purpose(s) stated including approaching my current/most recent employer for a reference in the event of my being recommended for appointment;
- 4) I understand that if I provide false or misleading information I may have any offer of employment withdrawn or if employed will be dismissed from the service.

Signature:

Date:

NOTE RE COMPLETION OF SECTION 9 'RESPONSE TO PERSONNEL SPECIFICATION' (attached sheet/s)

In order to complete your application for this post you must outline in Section 9 of this form how and to what extent you meet the essential (and, as applicable, desirable) criteria set out in the Personnel Specification.

You must provide sufficient information on the application form to enable the Selection Panel to assess your eligibility. Failure to do so will result in your application being rejected.

Please complete and return this form and the Equal Opportunities Monitoring Questionnaire to the address below no later than 4.00 pm on the closing date.

**Equal Opportunities Unit,
Southern Education and Library Board
3 Charlemont Place
The Mall
ARMAGH
BT61 9AX**

The Board is an Equal Opportunity Employer promoting Equality and Fairness in Service and Employment

NOT FOR APPLICANT USE

9 RESPONSE TO PERSONNEL SPECIFICATION

You must complete this section of the application form, giving examples of your experience and attainments which demonstrate how and to what extent you meet the essential (and, as applicable, desirable) criteria set out on the Personnel Specification. Your examples can be drawn from any aspect of your experience – education, work, social activities, etc but they must be factual examples of things you have actually done.

You must ensure you provide sufficient information on the application form to enable the Selection Panel to assess your eligibility. Failure to do will result in your application being rejected.

Essential Criteria

1. Please demonstrate that you have a minimum of 18 months' experience within the last 3 years of working in a nursery school/unit or foundation stage class in a primary school; please include the location and dates worked and the duties involved.

Essential Criteria continued

2. Please demonstrate that you have an understanding of Child Protection issues.

3. Please demonstrate that you have good interpersonal skills.

Essential Criteria continued

4. Please demonstrate that you have enthusiasm.

5. Please demonstrate that you have the ability to build strong relationships with class.

Desirable Criteria

1. Please demonstrate that you have three years' experience within the last 5 years of working in a nursery school/unit or foundation stage class in a primary school.

2. Please demonstrate that you have an accredited first aid qualification.

Desirable Criteria continued

3. Please demonstrate that you have I.C.T. skills.

Signed: _____ Date: _____

Equal Opportunities Monitoring Questionnaire
DO NOT SEPARATE THIS FORM FROM THE APPLICATION FORM

1. **DATE OF BIRTH:** ___ / ___ / ___ (eg. 05/08/1948)

2. **SEX:** Male Female

3. **COMMUNITY BACKGROUND:**

- 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

4. **DISABILITY:**

Please indicate which type of impairment(s) apply to you; otherwise tick here , for 'NONE', and proceed to question 5.

- Physical Impairment, such as difficulty using arms or, mobility requiring a wheelchair or crutches
- Sensory Impairment, such as blind/visual impairment or deaf/hearing impairment
- Mental health condition. such as depression or schizophrenia
- Learning disability, such as Down's syndrome , dyslexia or cognitive impairment such as Autism
- Long standing illness, such as cancer, HIV, diabetes, chronic heart disease or epilepsy
- Other

5. **MARITAL STATUS:**

- Single (never married) Married (living with spouse) Married (separated)
- Civil partnership (same sex) Divorced Widowed
- Other

6. **RACIAL/ETHNIC ORIGIN:**

- White Chinese Irish Traveller Indian Pakistani Bangladeshi
- Black African Black Caribbean Black Other
- Mixed Ethnic Group Other.....

7. **NATIONALITY:**.....

8. **ADVERTISING:** Please name the newspaper or website where you learned of this job

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_____ / _____

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Summary of Equal Opportunities Policy

It is the policy of the Southern Education & Library Board that all eligible persons will have equal opportunity for employment and advancement in the Board, irrespective of their religion, political opinion, sex, disability 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 responsibilities under the Fair Employment and Treatment (NI) Order 1998 and to ensure that its Equal Opportunities Policy is effectively implemented, the Board is monitoring the community background of job applicants. To determine your community background we are asking you to indicate to which community you belong. If you do not complete this question the Board is obliged, in accordance with the Fair Employment Code of Practice, to use the Residuary method, which means that a determination will be made on the basis of personal information on your application form.

As an Equal Opportunity Employer, the Board is also monitoring applicants in relation to sex, marital status, disability and race. Monitoring involves an analysis of the recruitment and career progression of applicants, which the Board subsequently uses to assess the effectiveness of this policy.

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. The information will not be available for any purpose other than Equal Opportunities Monitoring. While the Board will seek to maintain the confidentiality of all documents relating to appointments, disclosure of documentation may be required under the provisions of the equality legislation applicable to 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.

Equal Opportunities queries should be addressed to:

Equal Opportunities Unit, The Southern Education & Library Board, 3 Charlemont Place, The Mall, **ARMAGH**, BT61 9AX.

Tel. (028) 37512394; 37512407; 37415390

General recruitment or application queries should be addressed to:

Human Resources Branch, The Southern Education & Library Board, 3 Charlemont Place, The Mall, **ARMAGH**, BT61 9AX.

Tel: (028) 37512214; 37415350; 37512494, 37512212