



Job Ref No: S10025

Closing Date:  
4.00 pm on Monday 29 March 2010

**CONFIDENTIAL**

**APPLICATION FORM : APP5**

**Post: Senior Clerical Officer**

**Location: Orritor Primary School, Cookstown**

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): ..... <b>Dr/Mr/Mrs/Ms/Miss</b> <i>Delete as appropriate</i>
Previous Surname(s): .....	
Address: .....	Telephone number: (Home) .....
Postcode: .....	(Daytime contact number): .....
National Insurance No: ___ / ___ / ___ / ___ / ___	E-mail address: .....
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
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					
Subject obtained/to be taken	Level of qualification	Examining Body/University	Grade	Month/year obtained	Month/year expected
<i>Examples:</i> Maths Word Processing (Parts 1&2) Business Studies : HR, Marketing, etc	GCSE Stage 2 Degree	NISEAC RSA/OCR UUJ	C Pass To be awarded	June 1993 January 2000	June 2008





**5 CHILD PROTECTION (Please note this post may be a 'regulated position' as defined under POCVA (NI) Order 2003. The Board considers a post based in a school, library or any Board post where the duties require the postholder to regularly visit schools to be a 'regulated position', see Notes of Guidance for the definition of a regulated position Section 5).**

Is there any reason as to why you would not be suitable to work with children/young people in an educational setting?  
YES/NO

If YES, please provide details:

**6 REFERENCES**

Please give the names and addresses of two referees, at least one of whom should be able to comment on your suitability to work with children/young people in an educational setting (if applicable) and your professional ability. Prior consent of referees must be obtained. The referees cannot be members of the Selection Panel for this post (See Section 6 Notes of Guidance). References must not be submitted with this form. You should note that while it is not essential to nominate your present employer as a referee at this time, in the event of you being offered a post the Board/Board of Governors will seek references from your present/most recent employer. By signing Section 8 of this form you will be indicating agreement to this reference being sought.

Referee 1

Name: .....  
Company: .....  
Position held: .....  
Address: .....  
.....  
.....  
Telephone No: .....  
Capacity in which you know this person: .....

Referee 2

Name: .....  
Company: .....  
Position held: .....  
Address: .....  
.....  
.....  
Telephone No: .....  
Capacity in which you know this person: .....

**Any person involved in the recruitment process for the post for which you are currently applying cannot act as a referee.**

**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) requirements 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 **EITHER** 4 GCSE passes at Grade C or higher (including English Language and Maths) or equivalent qualifications as recognised by the SELB plus a minimum of 1 year's clerical/administrative experience **OR** 3 years' clerical/administrative experience in the Education Sector including the use of computers.

**Essential Criteria continued**

2. Please demonstrate that you have experience in the use of Microsoft Office, including Word, Excel, Powerpoint and Outlook, or equivalent office packages.

3. Please demonstrate that you have experience in receiving, receipting, accounting for all monies, and maintaining proper banking records in accordance with financial procedures.

**Essential Criteria continued**

4. Please demonstrate that you have the ability to work as part of a team.

5. Please demonstrate that you possess confidentiality and personal integrity.

**Desirable Criteria**

1. Please demonstrate that you have experience of using financial management software, e.g. C2K-FMS/SAGE.

2. Please demonstrate that you have experience in the use of an area networked management information system, e.g. C2K/SIMS.

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

.....  
\_\_\_\_\_ / \_\_\_\_\_

**DO NOT SEPARATE THIS FORM FROM THE APPLICATION FORM**

## 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