

## APPLICATION FORM FOR PRIMARY VICE PRINCIPAL



**DELETION OF ANY FIELD OR ADDITIONAL PAGES ATTACHED MAY INVALIDATE THIS APPLICATION**

Position Advertised	Name and Address of School	School Roll Number
Vice Principal	Roe Valley Integrated Primary School 153 Roemill Road, Limavady, Co. L'Derry, BT49 9EX	206-6665

### Applicants, please note:

- 1 This Application Form should be emailed to [info@roevalleyips.limavady.ni.sch.uk](mailto:info@roevalleyips.limavady.ni.sch.uk). Bullets points are preferable.
- 2 The completed Application Form must arrive to the dedicated email address on or before Friday 29<sup>th</sup> April 2022 at 12 noon.
- 3 Late applications will neither be accepted nor considered.
- 4 Canvassing will disqualify.
- 5 Please do not enclose/attach a Curriculum Vitae.
- 6 Do not enclose a separate letter of application or copies of certificates.
- 7 The successful candidate will be required to present original documents in relation to teaching/other qualifications prior to appointment.

For office use only	Received by:	Date:	Time:
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#### Data Protection - Privacy Notice:

All personal information provided on this application form will be stored securely by the Board of Governors and will be used solely for the purposes of the recruitment process. The data contained in this application form will only be used for the purpose of progressing this application for employment. The sensitive personal data on the attached monitoring form will only be used to comply with the requirement of statutory legislation. In the case of a successful candidate, the information will be retained for the duration of employment and a minimum of one year thereafter. Personal information will be disclosed only to the Interview Panel, and will not be disclosed to any other external third party without your consent, except where necessary to comply with statutory requirements or seeking references. The School will not share any of the information provided in your application with any third parties for marketing purposes or store any of your information outside the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format. We will use the contact details you provide to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for. You do not have to provide what we ask for but it might affect your application if you do not. You may, at any time, make a request for access to the information held about you as outlined. Should you wish to make any changes, or erasures to any of the information stored about you within the relevant retention period, please contact the Board of Governors at the above address. We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

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APPLICANT'S PERSONAL DETAILS			
<b>Name (<i>as per Teaching Council Register</i>)</b>			
<b>Correspondence Address</b>		<b>Mobile Number</b>	
Address Line 1:			
Address Line 2:			
Address Line 3:			
Postcode:		<b>E-mail Address</b>	
QUALIFICATION TO TEACH AT PRIMARY LEVEL			
<b>Qualification(s)</b>	<b>Awarding University, College or Institute</b>	<b>Final results received: Day/Month/Year</b>	
GENERAL TEACHING COUNCIL NORTHERN IRELAND			
<b>Registration Number:</b> _____			
DETAILS OF ACADEMIC QUALIFICATIONS – MOST RECENT FIRST			
INCLUDE UNDER- GRADUATE & POST-GRADUATE QUALIFICATIONS. THE SUCCESSFUL CANDIDATE WILL BE ASKED TO PRESENT ORIGINAL DOCUMENTS			
Qualification	Awarding University, College or Institute	Length of Course	Final results received: Day/Month/Year

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<b>TEACHING EXPERIENCE - MOST RECENT FIRST</b>			
<b>School Name &amp; Address</b>	<b>Dates of service in the school</b>	<b>Position(s) held</b>	<b>Dates</b> (Please provide precise dates)
			From: To:
			From: To:
			From: To:
			From: To:
			From: To:

<b>LEADERSHIP AND MANAGEMENT/POST(S) OF RESPONSIBILITY HELD – MOST RECENT FIRST</b>			
<b>School Name</b>	<b>Address</b>	<b>Position(s) held</b>	<b>Dates</b>
			From: To:
			From: To:
			From: To:
			From: To:

<b>OTHER RELEVANT EMPLOYMENT EXPERIENCE - MOST RECENT FIRST</b>			
<b>Employer/Project</b>	<b>Position</b>	<b>Duties</b>	<b>Dates</b>
			From: To:
			From: To:
			From: To:

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Additional qualifications			
College(s)	Qualification	Year of Award	Modules Studied
OTHER RELEVANT, NON-ACCREDITED COURSES – MOST RECENT FIRST:			
Course Provider	Duration and Year of Study	Modules Studied	
AREAS OF SPECIAL INTEREST – CURRICULAR /OTHER			
Area	Expertise/Experience		

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### **GUIDANCE FOR THE COMPLETION OF THE FOLLOWING COMPETENCY SECTION**

Under each Criteria, please demonstrate your experience, achievements, skills and qualities required for the position of Vice Principal. Please illustrate with examples.

#### **ESSENTIAL CRITERIA 1**

Please show ***explicitly*** how you meet each criteria.

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### ESSENTIAL CRITERIA 2

Please show ***explicitly*** how you meet each criteria. Demonstrate with examples, your experience/key achievements to date under this criterion. Please include relevant dates (years/months) of experience.

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**ESSENTIAL CRITERIA 3**

Demonstrate with examples, your experience/key achievements to date under this criterion.

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**ESSENTIAL CRITERIA 4**

Demonstrate with examples, your experience/key achievements to date under this criterion.



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**ESSENTIAL CRITERIA 5**

Demonstrate with examples, how you meet the requirements of this criterion.

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### DESIRABLE CRITERIA 1

Please show ***explicitly*** how you meet each criteria.

Demonstrate with examples, your experience/key achievements to date under this criterion.

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### DESIRABLE CRITERIA 2

Please show ***explicitly*** how you meet each criteria.

Demonstrate with examples, your experience/key achievements to date under this criterion.

## APPLICATION FORM FOR PRIMARY VICE PRINCIPAL

NAMES & CONTACT DETAILS OF REFEREES*			
Referee 1		Referee 2	
Name		Name	
Role		Role	
Address		Address	
Tel. Number		Tel. Number	

**\*Please Note:**

1. Only those referees who know you in a professional capacity should be included. Two names should be provided.
2. Close relatives and friends **should not** be listed as referees.
3. Referees will be contacted by a nominated Interview Board member. If the current employer (*where applicable*) is not named as a referee, the Interview Board reserves the right to seek a reference from the current employer.
4. The Interview Board in its sole discretion will determine the suitability of any reference. The Interview Board further reserves the right to seek from a candidate the names of additional referees.

**PERSONAL STATEMENTS**

Please answer the following questions, note the statement of the conditions to be met before any appointment can be confirmed and then sign and date the application form.

**CRIMINAL RECORDS**

Posts involving work with children and young people in educational establishments are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007.

Have you committed any criminal offences, including road traffic offences, about which the Board of Governors should be aware? **YES / NO**

If you have answered YES, please provide brief details:

.....

.....

Are there any such offences pending? **YES / NO**

If you have answered YES, please provide brief details:

.....

.....

Is there any reason why you would not be suitable to work with children or young people? **YES / NO**

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### CONDITIONS OF APPOINTMENT

If the appointing panel offers the post to one of the candidates and he or she accepts, the appointment will not be confirmed until

- a criminal records check has been satisfactorily completed;
- an enhanced disclosure check which is required by the Safeguarding of Vulnerable Groups (NI) Order 2007 and currently costs £33 has been satisfactorily completed;
- a pre-employment medical check has been completed;
- receipt of satisfactory references;
- Qualification Certificates have been received;
- Verification of Registration with the GTC (NI) has been received.

### CONCLUDING STATEMENT

I confirm that

- I wish to be considered for appointment to this post;
- I have read and understood the job description and personnel specification for the post;
- I have completed the application in full;
- I have completed and enclosed the equal opportunities monitoring questionnaire;
- All the statements made in this application form are accurate and true;
- I have read and understood the conditions of appointment set out above;
- I am physically and legally able to discharge satisfactorily the duties of the post for which I have applied.

Do you have any particular requirements to enable you to attend interview? **YES / NO**

If you have answered YES, please provide details:

.....  
.....

Signature: .....

Date: .....

**Only signed applications will be deemed as valid. Electronic signature is acceptable.**

Closing date for receipt of completed application is Friday 29<sup>th</sup> April 2022 at 12 noon.

Please return completed application forms to:

Chair, Board of Governors via email [info@roevalleyips.limavady.ni.sch.uk](mailto:info@roevalleyips.limavady.ni.sch.uk)

A candidate found to have knowingly given false information or to have wilfully suppressed any material fact will be liable to disqualification, or, if appointed, to dismissal.

I hereby declare that all the particulars furnished on this application form are true and correct to the best of my knowledge and that I am aware of the qualifications, requirements and particulars for this post, as set out in the advertisement and other relevant documentation.

Signature \_\_\_\_\_

Date \_\_\_\_\_