

FRIENDS' SCHOOL LISBURN

Application for Non-Teaching Appointment

Application must be received by

4pm on 22 September 2017

Date received by School

Post Applied for: Cleaner – Part-time (20 hours per week)

**THIS FORM MUST BE COMPLETED IN FULL IN BLACK INK OR BLACK BALL POINT PEN
PLEASE DO NOT INCLUDE A CURRICULUM VITAE – CV's will not be considered by the short-listing panel.
Qualifications will only be considered by the short-listing panel if they are entered in sections 2A, 2B or 2C
and are fully and properly described**

1 Personal Information

Preferred Title Mr/Mrs/Ms Other _____ Surname _____
Forename(s) _____
Address _____ _____
Tel No _____ Driving Licence None <input type="checkbox"/> Full <input type="checkbox"/> Provisional <input type="checkbox"/>
National Insurance Number _____

2 Training

A Qualifications obtained in school (Do not enter name of school)		
Dates	Qualifications	
B Further Education / University		
Name of College/University	Dates	Qualifications

C Professional Training		
Description	Dates	Grades

3 Employment History

Date	Name of Employer	Occupation	Reason for Leaving

4 Additional information in support of your application. Please do not enclose a Curriculum Vitae.

Please include information relevant to the duties of the position and how you meet the stated criteria. Applicants who fail to address the stated criteria will not be short-listed.

Please note that no additional information page(s) will be accepted

5 Criminal Offences(s)

Have you been convicted of a criminal offence or is a charge pending? **YES / NO**

If **YES** give details including the nature of offence and penalty (if any).

NOTE

This post is exempt from the provisions of the Rehabilitation of Offenders Order (Northern Ireland) 1978 by virtue of the Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979 and the Rehabilitation of Offenders (Exceptions) (Amendment) Order (Northern Ireland) 1987. Applicants must therefore disclose information about convictions which might otherwise be regarded as spent under the provisions of the Order. Failure to disclose such convictions could in the event of employment result in dismissal or disciplinary action by the Board of Governors.

Any information given will be treated confidentially.

6 Disabled Persons

Are you registered under THE DISABLED PERSONS (EMPLOYMENT) ACTS (NI) 1945 AND 1960? **YES / NO** (Delete as appropriate)

If **YES**, give details of disability and Registration Number.

7 References

Please give the names and addresses of two referees at least one of whom should be your current or most recent employer.

Name _____ Name _____

Position _____ Position _____

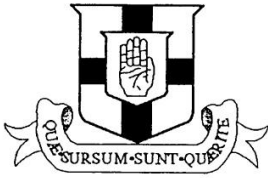
Address _____ Address _____

Tel No _____ Tel No _____

References must not be submitted

10/07

Return this form to: The Bursar, Friends' School, 6 Magheralave Road, Lisburn, BT28 3BH



PLEASE COMPLETE THIS FORM FULLY

Post:

Cleaner -2016

**FRIENDS' SCHOOL LISBURN
EQUAL OPPORTUNITIES MONITORING**

Friends' School Lisburn is committed to equality of opportunity for all job applicants regardless of sex, marital status, perceived religion, ethnic origin and disability. The School selects those suitable for employment solely on the basis of merit. The School has agreed that all applicants should be requested to complete a monitoring form in order to ensure the effective implementation of its Equal Opportunities Policy. Your support in this is sought.

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Please tick the appropriate box.

- 1 Are you employed by Friends School Lisburn at present? Yes No
- 2 Sex Male Female
- 3 Marital Status Single Married Other
- 4 Religious Affiliation/Community Background

The School is required by the Fair Employment (Northern Ireland) Act 1989 (as amended), to monitor the perceived religious affiliation or community background of both its employees and applicants for employment. Whether or not you are from Northern Ireland, you should answer the question below by indicating which community or religious background you might be perceived to come from. Even if you no longer practise any religion, the Fair Employment Act 1989 still obliges the School to classify your perceived religious affiliation/community background, in order to monitor the effectiveness of our policy on equality of opportunity, not simply in recruitment terms but as part of an ongoing exercise for all our employees. Therefore, although your response below may not reflect any current personal religious belief which you hold, please bear the above points in mind when you complete the form.

Please indicate your perceived religious affiliation/community background by ticking one of the boxes below:

Protestant Roman Catholic Neither

Did you receive your primary/preparatory education in Northern Ireland? Yes No

5 IF YOU ARE CURRENTLY RESIDING IN NORTHERN IRELAND, PLEASE STATE YOUR FULL POSTCODE.

6 **Disability:**

The Disability Discrimination Act 1995 defines disability as:-

".... a physical or mental impairment which has a substantial and long term effect on a person's ability to carry out normal day to day activities."

(a) Having read the above definition, do you consider you have a disability? (please tick a box)

YES NO 00 No known disability

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

- | | | | | | |
|----|----------------------------|--------------------------|----|---|--------------------------|
| 01 | Dyslexia | <input type="checkbox"/> | 08 | Unseen disability eg diabetes, epilepsy, asthma | <input type="checkbox"/> |
| 02 | Blind/partially sighted | <input type="checkbox"/> | 09 | Speech | <input type="checkbox"/> |
| 03 | Deaf/hearing impairment | <input type="checkbox"/> | 10 | Dexterity | <input type="checkbox"/> |
| 04 | Mobility/Wheelchair user | <input type="checkbox"/> | 11 | Learning disability | <input type="checkbox"/> |
| 05 | Personal Care support | <input type="checkbox"/> | 12 | A disability not listed above, please specify | <input type="checkbox"/> |
| 06 | Mental Health difficulties | <input type="checkbox"/> | | | |

7 Ethnic Origin: please tick the appropriate box

- | | | | | | |
|----|----------------------|--------------------------|----|------------------------|--------------------------|
| 10 | White - European | <input type="checkbox"/> | 32 | Pakistani | <input type="checkbox"/> |
| 11 | White - Non European | <input type="checkbox"/> | 33 | Bangladeshi | <input type="checkbox"/> |
| 21 | Black - Caribbean | <input type="checkbox"/> | 34 | Chinese | <input type="checkbox"/> |
| 22 | Black - African | <input type="checkbox"/> | 39 | Asian - Other | <input type="checkbox"/> |
| 29 | Black - Other | <input type="checkbox"/> | 40 | Irish Traveller | <input type="checkbox"/> |
| 31 | Indian | <input type="checkbox"/> | 80 | Other (please specify) | <input type="checkbox"/> |

PLEASE PLACE YOUR COMPLETED FORM IN A **SEPARATE ENVELOPE WHICH YOU SHOULD SEAL** AND RETURN, WITH YOUR APPLICATION, TO THE BURSAR.

DO NOT PUT YOUR NAME ON THIS FORM, DO PUT YOUR NAME ON THE ENVELOPE

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.

The information will subsequently be transferred to the monitoring system operated for the School by the Equal Opportunities Unit. There, it will be strictly controlled in accordance with an agreed Code of Practice. Please note that it is an offence for any person knowingly to give false information to another who is seeking that information in order to make a monitoring return.