**Friends’ School Lisburn**



**Teacher of Mathematics to Advanced Level**

Full-time, maternity cover

Required from September 2024

**Application Form**

**Please read the following notes carefully before completing this form**

1. The form should be completed in black ink or typescript, using size 11 or size 12 font. **Please do not enlarge the response boxes, exceed word limits, or include any additional pages.**
2. All candidates must complete this pro-forma in full since short-listing will be based on the information provided in this document. Please **do not** include a separate CV with your application form.
3. Canvassing will disqualify.
4. Completed application forms should be emailed as an attachment to recruitment@friends.lisburn.ni.sch.uk by **12 noon on Wednesday 29 May 2024**.
5. Completed equal opportunities monitoring forms should be emailed to monitoring@friends.lisburn.ni.sch.uk by **12 noon on Wednesday 29 May 2024**.
6. Information provided on the application form will contribute to the scoring process for this post.

*Friends’ School is an equal opportunities employer and welcomes applications regardless of religious belief, political opinion, gender, marital status, ethnic origin and disability.*

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| --- | --- |
| Job Reference: | Math24 |
| Applicant No: |  |
| Date Received |  |



**Section A: Personal Details**

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| **Personal Details** |
| **Surname**: | **Forename(s)**: | Previous Surname (if applicable): | Mr/Mrs/Miss/Ms/Dr(Please delete as appropriate) |
| **Address**:    **Postcode**:  | Contact Telephone Numbers**Telephone**: **Mobile**:  |
| **Email address:** |
| **Nationality**:(please tick) | **UK/ Irish** | **EU** | **Other** |
| **National Insurance Number**:  |
| **GTCNI Registration Number**:*The successful candidate, if not already registered with the GTCNI, will be required to register before taking up the appointment* |
| **Teacher’s Reference Number**: |

**Section B: References**

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| Please provide details of two referees, one of whom must be your present/most recent employer. Please provide at least two means of contacting your referees.  |
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| **Name and Job Title**: |
| **Address**: | **Telephone Number**:**Email**: |

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| **Name and Job Title**: |
| **Address**: | **Telephone Number**:**Email**: |

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**Section C: Qualifications and Eligibility Criteria**

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| With reference to the Job Description and Personnel Specification, please ensure that you provide sufficient information on this form to enable the shortlisting panel to assess your eligibility for interview. |
| **1. Secondary Education: details of qualifications gained, with grades and relevant dates.** |
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| **2. Do you have an Honours Degree in Mathematics or a related subject (1.1, 1.3 on the Personnel Specification)?** If Yes, please provide details, including classification, institution and dates: | YES / NO  |
|  |
| **3. As of September 2024, are you recognised as a qualified teacher eligible to teach in a post-primary school in Northern Ireland (1.2)?** If Yes, please give details: | YES / NO  |
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| **4. Do you have a relevant post-graduate qualification, excluding PGCE (1.3, desirable)?**If Yes, please give details, including dates: | YES / NO  |
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| **5. Do you have experience of teaching Mathematics to GCSE in a post-primary school (2.1)?** If Yes, please provide details and relevant dates: | YES / NO |
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| **6. Do you have experience of teaching Mathematics to A-level in a post-primary school (2.2, desirable)?** If Yes, please provide details and relevant dates: | YES / NO |
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**Section D: Career History**

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| Please detail below your career history, **starting with your present/most recent** employment, self-employment or voluntary post, ensuring that dates are both indicated clearly and are correct.  |
| **Employer** | **Position** | **Teaching Allowance (if applicable)** | **From** | **To** |
| **Month** | **Year** | **Month** | **Year** |
|  |  |  |  |  |  |  |

**Section E: Skills and Personal Qualities**

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| Using the Personnel Specification, outline how you meet the criteria for this post, giving examples and specifying dates as appropriate. If you do not provide sufficient detail, the selection panel may reject your application. Please use only the space provided. |
| **1. Using examples from your experience, please provide evidence of effective teaching strategies you use in the classroom (3.2).** |
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| **2. Using examples from your experience, please provide evidence of your proficiency in ICT (3.3).** |
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| **3. Please provide one example from your experience which demonstrates your organisational skills and your ability to see a task through to completion (4.1).** |
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| **4. Please indicate how you would make a sustained contribution to the programme of extra-curricular activities offered at Friends’ School (5.2).** |
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| **5. Personal Statement: in no more than 150 words, outline your suitability for the post, highlighting how your attributes, skills and knowledge align with the requirements of the post.** |
| **Word count:** |

**Section F: Declaration by the Candidate**

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

Is there any reason why you cannot work in Regulated Activity?**YES / NO**

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| If **YES** to either question, give details including the nature of offence and penalty (if any). |
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1. I declare that, to the best of my knowledge, the information provided in this application form is accurate.
2. I have read the terms and conditions of appointment applying to this post.
3. I understand that, prior to appointment being made, a check for any record of convictions, cautions or bind-overs may be carried out and I give my permission for this to be done.
4. I understand that this post is exempt from the provision of the Rehabilitation of Offenders Order (NI) 1978.

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| **Signed:**  |  |
| **Print Name:** |  |
| **Date:** |  |

*Any information given will be treated confidentially.*

*Access NI Enhanced Vetting will be requested to assist with the decision making process; a copy of the Access NI Code of Practice is available on request.*

*A criminal record will not necessarily be a bar to an applicant obtaining a position and any Disclosure Information will not be used unfairly.*

**All applications must be received by the school**

**by 12 noon on Wednesday 29 May 2024**