**Friends’ School Lisburn**

**Preparatory Department**



**Teacher (initially P4)**

*Full-time, permanent*

 *required from 1 November 2025*

**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 Thursday 12 June**.
5. Completed equal opportunities monitoring forms should be emailed to monitoring@friends.lisburn.ni.sch.uk by **12 noon on Thursday 12 June**.
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: | PREP25 |
| 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. Do you hold a teaching qualification which meets the requirements for recognition to teach in grant-aided primary schools in Northern Ireland (1.1 on the Personnel Specification)?** If Yes, please provide details, including institution and dates: | YES / NO  |
|  |
| **2. Do you hold any additional qualifications in sports coaching (1.3, desirable)?** If Yes, please provide details:If Yes, please give details, including dates: | YES / NO  |
|  |
| **3. Do you have experience of teaching in a primary school/preparatory department (2.1; 2.2, desirable)?**If Yes, please provide details:If Yes, please give details, including dates: | YES / NO  |
|  |
| **3. Do you have experience of using benchmarking and tracking data to support pupil progress (2.3, desirable)? If Yes, please provide details:**  |
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| **5. Do you have experience of leading a major school sport (2.4, desirable)?** If Yes, please provide details: | 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: Experience, knowledge and skills**

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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. Please provide details of effective classroom strategies you have used to support and challenge children of all abilities, including those with Special Educational Needs (3.2)** |
|  |
| **2. Please provide one example which illustrates your** **proficiency in the use of ICT in the classroom (3.3).** |
|  |
| **3. Please provide one example of your ability to see a task through to completion (4.1).** |
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| **4. Using one example from your experience, please provide evidence of your ability to work as part of a team (4.3).** |
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| **5. Personal Statement: in no more than 150 words, and using the specified criteria, highlight 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 Thursday 12 June 2025**