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**Friends’ School Lisburn**

**Science Technician**

**Required August 2025**

**Application Form**

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

1. The form should be completed electronically. You are asked to use size 12 font in Calibri; **do not** enlarge the response boxes or include any additional pages. Any forms that have been altered may not be considered.
2. All candidates must complete this application form in full since shortlisting will be based on the information provided in this document only. Before you submit your application, you are advised to ensure your eligibility for this post by referring to the job description and personnel specification.
3. Canvassing will disqualify.
4. Completed application forms must be returned **by 12 noon on Friday 6 June 2025.**
5. Completed application forms should be emailed to [recruitment@friends.lisburn.ni.sch.uk](mailto:recruitment@friends.lisburn.ni.sch.uk) .
6. The **Equality Monitoring Form** must be downloaded, completed and returned as an attachment in a **separate email** from your application form, to [monitoring@friends.lisburn.ni.sch.uk](mailto:monitoring@friends.lisburn.ni.sch.uk) .
7. Please **do not** include a separate CV or covering letter with your application form.

*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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**Section A - Personal Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Surname**: | **Forename(s)**: | **Previous Surname:** (if applicable): | | **Title:** | |
| **Address**:        **Postcode**: | | | **Contact Telephone Numbers**:  **Telephone**:  **Mobile**: | | |
| **Email address:** | | | | | |
| **Are you free to remain in, and take up employment in the UK?** | | | | | **Yes / No** |
| **National Insurance Number**: | | | | | |

|  |
| --- |
| **References:** please provide details of two referees, **one of whom must be from your present/most recent place of work**. You should provide at least two means of contacting your referees. |

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

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

**Section B - Employment History**

Please include details of your employment history

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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employer** | **Position** | **From** | | **To** | |
| **Month** | **Year** | **Month** | **Year** |
|  |  |  |  |  |  |

**Section C: Educational Qualifications**

|  |  |
| --- | --- |
| **1. Please list your GCSE qualifications, with subjects, grades and dates (Essential Criteria 1 on the Personnel Specification):** | |
|  | |
| **2. Please outline your experience in preparation and storage of resources (Essential Criteria 2 on the Personnel Specification):** |  |
|  | |
| **3. Do you have 1 months’ experience, or more, in a paid capacity of working as a technician in a post-primary educational setting (Desirable Criteria 1 on the Personnel Specification)** YES / NO  If Yes, please provide details |  |
|  | |

**Section D: Knowledge & Skills**

Using the job description and personnel specification, please illustrate with summarised examples how you meet the criteria for this post, 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 outline your understanding the role of a science technician, including the health and safety requirements of the post (Essential Criteria 1, 5)** |
|  |
| **2. Please provide evidence of good communication skills (Essential Criteria 2)** |
|  |
| **3. Please provide evidence of excellent organisational skills (Essential Criteria 3)** |
|  |
| **4. Evidence of strong ICT skills, including high levels of proficiency with Microsoft Office programmes including Word, Excel and Outlook (Essential Criteria 4)** |
|  |
| **5. Demonstrate your knowledge of general administrative processes and records, including GDPR (Essential Criteria 6)** |
|  |

**Section E: Personal Qualities**

Using the job description and personnel specification, please illustrate with summarised examples how you meet the criteria for this post, 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 outline how you would handle confidential information (Essential Criteria 1)** |
|  |
| **2. Please demonstrate how you would work as part of a team, including your interpersonal skills and approachability (Essential Criteria 2, 4 & 5)** |
|  |
| **3. Please demonstrate how you would use your own initiative (Essential Criteria 3)** |
|  |
| **4. Please explain how you work under pressure to strict deadlines and can demonstrate flexibility (Essential Criteria 6 & 7)** |
|  |

**Section F: Declaration by the Candidate**

1. I declare that, to the best of my knowledge, the responses to the above questions are 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.

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

**All applications must be received by**

**12 noon on Friday 6 June 2025**