**CHRISTIAN BROTHERS GRAMMAR SCHOOL**

**OMAGH**



**Application Form**

**Administrative Assistant**

**All sections must be completed**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name: (Mr/Mrs/Miss)** | | |  | | |
| **Address:** |  | | | | |
|  | | | | | |
| **National Insurance Number:** | | | | **Post Code:** |  |
| **Email Address:** | |  | | **Telephone No.** |  |

|  |
| --- |
| This form should be returned by post to:  Miss Zita Mallon  Principal’s PA  Christian Brothers Grammar School  Kevlin Road  Omagh  BT78 1LD  Or by email to: [zmallon640@cbs.omagh.ni.sch.uk](mailto:zmallon640@cbs.omagh.ni.sch.uk)  **Closing date for returns not later than**: **12.00 noon – Friday 16th June 2017**  **Please note this form cannot be hand delivered, as only postal deliveries and email returns are time & date stamped. Confirmation of receipt will be by email and interviews will be held as soon as possible after the closing date above.** |

**Post Primary Education Record**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School(s)Attended:** |  | **From** |  | **To** |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Qualifications obtained (GCE/GCSE, etc. with Subjects & Grades)** | | | | | |
| **GCSE / Level 2** | | | | **GCE / Level 3** | |
| **Subject** | **Grade** | **Subject** | **Grade** | **Subject** | **Grade** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Please give details and dates of other significant qualifications/courses completed**

|  |
| --- |
|  |

**Please indicate below to what extent you have met the following Essential and Preferred Criteria and use size 12 fonts for your responses.**

1. **Essential Criteria Qualifications**

|  |
| --- |
| **Essential Criteria 3:** Minimum of one year work based experience of using Microsoft Office, especially Word, Excel, Power Point, Outlook… |
|  |

1. **Preferred**

|  |
| --- |
| **Preferred Criteria 1:** SIMS Software |
|  |

|  |
| --- |
| **Preferred Criteria 2:** FMS and/or SAGE Accounts Software |
|  |
| **Preferred Criteria 3:** Minimum of one year work based experience dealing with the public and operating a telephone system. |
|  |

**Additional Experience**

|  |
| --- |
| Please give the details of any additional experience to support your application. |
|  |

**References**: Please give name, address and telephone number and email address of two persons willing to give references, both of whom should be able to comment on your **current** work. Prior consent must be obtained from referees.

|  |  |  |
| --- | --- | --- |
| **Professional Referee** |  | **Professional Referee** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name:** |  | |  | **Name:** |  | |
| **Address:** |  | |  | **Address:** |  | |
|  | | |  |  | | |
|  | | |  |  | | |
|  | | |  |  | | |
| **Email Address** | |  |  | **Email Address** | |  |
| **Tel. No.** | |  |  | **Tel. No.** | |  |

**Please do not submit references**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | Have you been convicted of any criminal offence? Please tick the appropriate box. If yes, please give details (include nature of offence and sentence). | Yes | No | |  |  | |  | | |   NOTE: This post is (or may be) exempt from the provisions of the Rehabilitations of Offenders (Exceptions) Order 1979. You are therefore not entitled to withhold information about convictions, under the provisions of the order. Any failure to disclose such convictions could lead to disqualification or dismissal. Any information given will be used only in relation to the post to which the order applies.  Usual Signature of Applicant:  Date:  **A candidate found to have knowingly given false information, to have suppressed any material fact or who fails any subsequent criminal record check will be liable to disqualification, or if appointed, to dismissal.** |

**Candidates are expected to clearly outline on their Application Form how they have met the above Essential and Desirable Criteria. The Board of Governors reserves the right to introduce additional shortlisting criteria as may be necessary.**

**Applicants for the post will be expected to fulfil the duties as outlined in the Job Specification provided.**

The Christian Brothers Grammar School Omagh is an equal Opportunities Employer and welcomes applications from all sections of the community. It reserves the right to interview only those candidates who appear, from the information available, to be the most suitable in terms of experience, qualifications and other requirements of the post. The successful applicant will be vetted for employment as set out by AccessNI as an Enhanced Disclosure. (See www.accessni.gov.uk)

This form should be returned by post to:

Miss Zita Mallon

Principal’s PA

Christian Brothers Grammar School

Kevlin Road

Omagh

BT78 1LD

Or by email to: [zmallon640@cbs.omagh.ni.sch.uk](mailto:zmallon640@cbs.omagh.ni.sch.uk)

**Closing date for returns not later than**: **12.00 noon on Friday 16th June 2017**