CONFIDENTIAL

St. Mary's
Grammar School, Magherafelt.

APPLICATION FOR APPOINTMENT

Post	**FINANCE OFFICER WITH ADMINISTRATIVE DUTIES (PERMANENT, Part-time)**		
Closing Date	**Monday 16 November 2026**	**Closing Time**	**12:00 Noon**
Return Arrangements	This form should be completed and returned via email to:		
	cmckee567@c2kni.net		

Please ensure that you have read the 'Applicant Guidance Notes' before completing this application form. A Curriculum Vitae or additional pages must not be submitted. Applicants must ensure they provide sufficient information on the application form to enable the selection panel to assess their eligibility for consideration. Failure to do so will result in the application being rejected. Late applications will not be accepted. **Any alterations to this form will invalidate your application**.

SECTION A – PERSONAL DETAILS

Dr	Mr	Mrs	Ms	Miss	**Forename(s):**	**Surname**:
						Previous Surname:

Address:	
Postcode:	
Contact Email Address:	**Daytime Contact Number(s)**: (i) (ii)
National Insurance Number:	

Are you free to remain in and take up employment in the UK?	Yes		No	

CONFIDENTIAL

SECTION A – PERSONAL DETAILS (Continued)

Disability				
St Mary's, as part of its Equal Opportunities Policy, welcomes applications from people with disabilities.				
In accordance with the Disability Discrimination Act, a person is disabled if they have, or have had, "a physical or mental impairment which has, or has had a substantial and long-term adverse effect on their ability to carry out normal day to day activities".				
Do you have a disability that requires reasonable adjustments to be made if you are called for interview or assessment?	Yes		No	
If you consider yourself to have a disability please provide any relevant information about requirements that you may have so that reasonable arrangements can be made for your attendance at interview (if short-listed).				

References			
Please give the names and addresses of two referees, one of whom should be able to comment on your suitability to work with children/young people in an educational setting and/or your professional ability. Prior consent of referees should be obtained. References must not be submitted with this form. The Board of Governors will seek references from current/most recent employer for all posts involving 'regulated activity'.			
Referee 1		**Referee 2** **(Current / recent employer)**	
Name:		Name:	
School/ Organisation:		School/ Organisation:	
Address:		Address:	
Tel No:		Tel No:	
Capacity in which you (the referee) know this person:		Capacity in which you (the referee) know this person:	
Position Held:		Position Held:	
Email Address:		Email Address:	
Please note - Any family member or person involved in the recruitment process for the post for which you are currently applying cannot act as a referee.			

CONFIDENTIAL

SECTION B – INFORMATION RELATING TO THE SELECTION PROCESS

EDUCATION AND TRAINING

Post Primary School Education (for example GCSE/GCE etc)					
Subject **Examples**: *Maths* *Word Processing (Parts 1 & 2)*	Level of Exam *GCSE* *Stage 2*	Examining Body *NISEAC* *RSA / OCR*	Grade *C* *To be awarded*	Month/Year Obtained *June 1993*	Month/Year Expected June 2018

* Original documentary evidence will be required from the successful candidate

CONFIDENTIAL

SECTION B – INFORMATION RELATING TO THE SELECTION PROCESS (Continued)

Higher Education				
Name of University or College	Dates	Qualification / Degree Awarded	If honours, state class and division*	Month/Year Expected

Main / subsidiary subjects studied in each Year	1st Year	2nd Year	3rd Year	4th Year

* Original documentary evidence will be required from the successful candidate

Higher Education – Additional Qualification(s)				
Name of University or College	Dates	Qualification / Degree Awarded	If honours, state class and division*	Month/Year Expected

Main / subsidiary subjects studied in each Year	1st Year	2nd Year	3rd Year	4th Year

* Original documentary evidence will be required from the successful candidate

Professional Qualifications (if applicable)		
Name of Awarding Body	Dates	Qualification(s) obtained

Membership of Professional Bodies (if applicable)		
Name of Organisation	Dates	Qualification/membership status attained

Relevant Training Courses (if applicable)		
Name of Organisation	Dates	Qualification/membership status attained

CONFIDENTIAL

SECTION B – INFORMATION RELATING TO THE SELECTION PROCESS (Continued)

Employment (Current / Most Recent)				
Name and address of employer	**Position**	**Dates (dd/mm/yy)**		**Reason for leaving**
		From	**To**	
Salary:		**Notice required:**		
Duties and Responsibilities:				

Previous Employment (Please list most recent first)					
Name and address of employer	**Job Title/ Grade**	**Dates (dd/mm/yy)**		**Main duties and responsibilities**	**Reason for leaving**
		From	**To**		

CONFIDENTIAL

SECTION B – INFORMATION RELATING TO THE SELECTION PROCESS (Continued)

Previous Employment Continued					
Name and address of employer	**Job Title/ Grade**	**Dates (dd/mm/yy)**		**Main duties and responsibilities**	**Reason for leaving**
		From	**To**		

CHILD PROTECTION

(Please note this post involves 'regulated activity' as defined under Safeguarding Vulnerable Groups (NI) Order 2007) (see notes of guidance)

Are you aware of anything in your employment or personal history which would render you unsuitable to work with children and young people?	**Yes**	**No**
If Yes, please provide details below.		

GAPS IN EMPLOYMENT

Please provide information below to explain any gaps in your employment history.

TRANSPORT

Do you hold a current driving licence	Yes		No	
Do you have access to a car or other suitable form of transport if necessary to meet the essential requirements of the post?	Yes		No	

SECTION B – INFORMATION RELATING TO THE SELECTION PROCESS (Continued)

ESSENTIAL CRITERIA

In this section applicants must present clear evidence to demonstrate how they meet each of the **Essential** criteria, including relevant dates (as appropriate) and relevant examples. Please ensure you only use the space provided. Additional pages will not be submitted to the selection panel.

Essential Criteria

CONFIDENTIAL

SECTION B – INFORMATION RELATING TO THE SELECTION PROCESS (Continued)

DESIRABLE CRITERIA

In this section applicants must present clear evidence to demonstrate how they meet each of the **Desirable** criteria, including relevant dates (as appropriate) and relevant examples. Please ensure you only use the space provided. Additional pages will not be submitted to the selection panel.

Desirable Criteria

CONFIDENTIAL

SECTION C – APPLICANT DECLARATION

Please tick to confirm.

☐ I have read the Terms and Conditions of Employment relating to the position. I declare that I have not canvassed in any way and that the information contained in this form is true and accurate. I understand that canvassing and/or falsification of information could result in disqualification or dismissal.

☐ I understand that this post is (or may be) exempt from the provisions of the Rehabilitation of Offenders (NI) Order 1978. In the event of my application being successful, I consent to a check being made by Access NI, a single history disclosure body, to determine if there is any record of criminal convictions, pending prosecutions, cautions or bind-over orders against me.

☐ I understand that by completing this declaration I am indicating my authorisation for St Mary's to approach my current/most recent employer for a reference.

☐ I understand that the information on this form is required by St Mary's for the purposes of processing my application. The information is covered by the provisions of the Data Protection Act 1998 (as amended) and General Data Protection Regulation (GDPR). I have received a copy of St Mary's GDPR Privacy Notice which I have read and understood.

Please sign and date.

Signature: _____ **Date:** _____

Please complete and return this form together with *Equal Opportunities Questionnaire* by the closing date advertised, to the address on the front of this form.

St Mary's is an Equal Opportunity Employer, committed to fairness and equality.

Fraud Prevention and Detection – St Mary's is under a duty to protect the public funds it administers and, to this end, may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

BLANK PAGE

CONFIDENTIAL

EQUAL OPPORTUNITIES MONITORING QUESTIONNAIRE

(Guidance notes are on the reverse of this form)

National Insurance Number (*please specify*): _____

AGE: Please enter your date of birth: ____ / ____ / _____ (eg 05/08/1948)

SEX: I am - Male ❒ Female ❒

COMMUNITY BACKGROUND

I am - A member of the Protestant Community ❒ A member of the Roman Catholic Community ❒
Not a member of either the Protestant of the Roman Catholic Communities ❒

RELIGIOUS DENOMINATION

Roman Catholic ❒ Church of Ireland ❒ Buddhist ❒ Jewish ❒ Muslim ❒
Presbyterian Church in Ireland ❒ Methodist ❒ Hindu ❒ Sikh ❒
Other Christian: _____ Another Religion: _____
None ❒

DISABILITY

I have - No disability ❒
A physical impairment, such as difficulty using arms or mobility requiring a wheelchair or crutches ❒
A sensory impairment, such as blind/visual impairment or deaf/hearing impairment ❒
A mental health condition, such as depression or schizophrenia ❒
A learning disability, such as Down's syndrome, dyslexia or cognitive impairment such as autism ❒
A long standing illness, such as cancer, HIV, diabetes, chronic heart disease or epilepsy ❒
Other ❒ Please specify _____

MARITAL STATUS

I am - Single ❒ Married ❒ Civil partnership (same sex) ❒ Separated ❒ Divorced ❒
Widowed ❒ Other: _____

RACE, COLOUR OR ETHNIC/NATIONAL ORIGINS

I am - White ❒ Chinese ❒ Irish Traveller ❒ Indian ❒ Pakistani ❒ Bangladeshi ❒
Black African ❒ Black Caribbean ❒ Black Other:_____
Mixed Ethnic Group _____ Other: _____

NATIONALITY - Please specify:_____ _____

DEPENDENTS/CARING RESPONSIBILITIES

No dependents or caring responsibilities		Child or children	
Disabled person(s)		Older person(s)	

Other _____

SEXUAL ORIENTATION – My sexual orientation is towards:
Persons of a different sex to me, I am a heterosexual man or woman ❒
Persons of the same sex as me, I am a gay man or lesbian ❒
Persons of both sexes, I am a bisexual man or woman ❒

ADVERTISING

Please name any newspapers and/or websites where you learned of this job:

_____

DO NOT SEPARATE THIS FORM FROM THE JOB APPLICATION FORM

CONFIDENTIAL

GUIDANCE NOTES

St Mary's is an Equal Opportunities Employer. It is the policy of St Mary's to provide equality of opportunity to all persons regardless of their religious belief, political opinion, sex, pregnancy or maternity related issues, race, age, sexual orientation, whether they are married or in a civil partnership, whether they are disabled, or whether they have undergone, are undergoing, or intend to undergo gender reassignment.

We do not discriminate against job applicants or employees on any of the grounds listed above. We aim to select the best person for the job and all recruitment decisions will be made objectively.

In this questionnaire we are asking you to provide us with some personal information about yourself. We are doing this for two reasons:

1. To demonstrate our commitment to promoting equality of opportunity in employment. The information which you provide will assist us in measuring and developing the effectiveness of our equal opportunities policy and to develop any affirmative action policies.
2. We monitor the community background and sex of our job applicants and employees in order to comply with the monitoring regulations associated with the Fair Employment and Treatment Order (NI) 1998. If you answer the questions about community background and sex you are obliged to do so truthfully, as it is a criminal offence under the Fair Employment (Monitoring) regulations (NI) 1999 to knowingly give false answers to these questions. If you do not answer the question on community background, we are encouraged to use the residuary method of monitoring, which means that we will make a determination of your community background on the basis of the personal information supplied by you in your job application form and / or personnel file.

You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so – please tick this box ☐ if that is your preference, so that we know not to send you a reminder questionnaire.

Access to this information will be strictly controlled and will not be available to those considering an application for employment; protection of and your ability to access this data, are controlled by the provisions of the Fair Employment and Treatment Order and the Data Protection Act. Monitoring will involve the use of statistical summaries of information in which the identity of individuals will not appear. The information will only be used for monitoring the effectiveness of St Mary's Equal Opportunities Policy and to comply with its obligations relating to monitoring, investigations or proceedings relating to the requirements of the Fair Employment and Treatment Order and other equality legislation which is applicable in Northern Ireland.