# Ref No: SC/SENCo-CLT/Apr25

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# **Post of Special Educational Needs Coordinator (SENCo) / Learning Support Coordinator and**

# **Member of the Core Leadership Team**

*This application should be returned with the Equality Monitoring Form to: Principal’s Secretary, Strangford Integrated College, Abbey Road, Carrowdore, Newtownards, BT22 2GB Telephone No: 028 91861199 or by email to* [*jpierpoint232@c2kni.net*](mailto:jpierpoint232@c2kni.net) *by the closing date of* ***Wednesday 30th April 2025 at 3.30pm.***

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| **Personal Details** | |
| Title:  Mr/Mrs/Miss/Ms/Dr/Other | Surname: |
| Forename(s): | |
| Previous Surname (if applicable): | |
| Address: | |
| Home Telephone Number: | Mobile Number: |
| Email Address: | |
| National Insurance Number: | City / Town of Birth: |
| Teacher Ref No: | GTCNI No: |
| Do you require a permit to work within the EU? | Yes/No  *If yes, please give details:* |
| Do you hold a current Driving Licence? | Yes / No |
| How did you learn of this vacancy? |  |
| In accordance with the Disability Discrimination Act, a person is disabled if they have ‘a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day-to-day activities’.  If you consider yourself to have a disability that requires us to consider adaptations to the application or selection process for this role please let us know about this in the space below so that we can process your application fairly and make any reasonable arrangements/adjustments for your attendance at interview.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| **Education** | | | |
| Please give details of educational qualifications gained up to leaving school, eg, ‘O’, GCSE, ‘A’ | | | |
| Examination Year | Qualification | Subject | Grade/Result |
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| Please give details of third level qualifications | | | | |
| University/College | Degree/diploma | Date of award | Course title | Result |
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| Membership of professional bodies. | Yes / No |
| *If Yes, please give details. Please confirm if by election or by examination* | |

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| Are you currently attending any course of study? | Yes / No |
| *If Yes, please give details*. | |

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| **Training** | |
| Date | Details of Any Training Attended Relevant to The Role |
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| **Employment History** | |
| Name of Current or  Most Recent Employer: |  |
| Address: |  |
| Date Appointed: |  |
| Position / Designation |  |
| Main Duties and Responsibilities |  |
| Present Salary  (per week/month/annum) |  |
| Period of Notice Required |  |
| Reason for seeking a new role |  |

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| **Previous Employment History**  (there is no need to include your current or most recent position here as this is described above)  \* *please explain any gaps in employment history* | | | | | | |
| Employer  (Name, Address and nature of business) | Position  Held | Dates | | | Brief details of your role | Reason for Leaving |
| To | | From |
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| **Essential Criteria** |
| In no more than 500 words, please demonstrate how you meet each of the “Essential” criteria (continue on a separate sheet, if necessary) as stated in the personnel specification. |

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| **Desirable Criteria** |
| In no more than 500 words, please demonstrate how you meet the “Desirable” criteria (continue on a separate sheet, if necessary) as stated in the personnel specification. |

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| **References**  Please nominate two professional referees both of which should normally be previous employers and one of which should be your most recent employer. | |
| **Referee 1**  Name:  Organisation:  Address:  Telephone No:  Email Address:  Relationship to Candidate:  Occupation: | **Referee 2**  Name:  Organisation:  Address:  Telephone No:  Email Address:  Relationship to Candidate:  Occupation: |

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| **Access NI Criminal Records Check** |
| Before any person is appointed to a post which involves substantial access to children Strangford Integrated College has a duty to process an enhanced Access NI criminal records check in order to check for any criminal convictions, cautions, bindovers or pending prosecutions which would make it inappropriate for the person to work with children. Because of the nature of this post you are not entitled to withhold information about convictions, cautions or bindovers which, for other purposes, are ‘spent’ under the provisions of the Rehabilitation of Offenders (Northern Ireland) Order 1978.  If you are successful and are offered this post you will be asked to provide more detailed information in order for the College to process the appropriate criminal records check. Any information you provide at that time will be treated as completely confidential and will be considered only in relation to this application. In signing this application you are acknowledging that you understand an Access NI check will be made if you are successful in your application. |

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| **General Declaration** |
| I declare that to the best of my knowledge the information that is provided on this form is correct. I understand that any false statement may disqualify me from employment or will render me liable to dismissal if false information is identified after I have commenced employment.  I also enclose a copy of the completed Equal Opportunities Monitoring form. |

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| Signed: |  |
| Date: |  |

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| **Data Protection Declaration** |
| Strangford Integrated College is a data controller for the purposes of the Data Protection Act 1998 and will comply with all data protection related legislation and GDPR. By completing this form and otherwise supplying information to Strangford Integrated College you agree that we may obtain, retain and process personal data supplied by you or relating to you for recruitment, vetting, selection and appointment purposes (and subsequently if you are employed by the College, for payroll purposes, administration of employee benefits, promotion purposes, to measure and record progress in the school as required or permitted by statute or regulation and generally as necessary under the employment relationship and the College’s legitimate activities).  Application forms for unsuccessful candidates will be destroyed 6 months after the appointment date. |