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| Our Ref: POA/..………….. |

**Application form: Professional Associate**

**Please complete all sections**

**Part 1 Personal Details**

|  |  |
| --- | --- |
| Title (Mr, Mrs, Ms): |  |
| Surname: |  |
| First Name: |  |
| Home Address: |  |
|  |  |
|  |  |
|  | Post Code: |
| Contact details | Phone: |
|  | Mobile: |
|  | Email: |
| Please provide details of any special arrangements in relation to either communications or access that you may require if invited for interview. |  |
| Are you able to fulfil the travel requirements of the job?  Are you willing to work unsocial hours to fulfil the requirements of the job? | Yes No  Yes No |
| Do you have any criminal convictions, which are not regarded as spent under the Rehabilitation of Offenders (NI )Order 1978 | Yes No  If ‘Yes’ please provide details of any unspent convictions in a separate envelope. Such information will be treated with the strictest confidence. |
| National Insurance Number | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | |

**Part 2 (i) Educational and Professional Qualifications**

Please give details below of degrees, diplomas, and professional qualifications held.. List most recent first and give details of all results.

|  |  |  |  |
| --- | --- | --- | --- |
| **Title of award** | **Year** | **Higher Education Institute** | **Results awarded** |
|  |  |  |  |

**Part 2 (ii)** Please give details of membership of professional bodies (if any**)**

|  |  |  |
| --- | --- | --- |
| **Title of professional body** | **Type of membership** | **Date of registration** |
|  |  |  |

**Part 3 Employment history**

Please give details below of the positions you have held in the last 10 years, starting with the most recent.

|  |  |  |
| --- | --- | --- |
| **Dates** | **Name and address of employer and nature of business** | **Job title/main responsibilities** |
|  |  |  |

**Part 4 Areas of interest/expertise**

**Please tick the areas in which you have an interest/expertise.**

Technical & Specialist e.g. project management in construction, planning,

surveying or associated fields.

Area Based Planning

Research and Data Analysis

Policy and Strategic Planning

Representation

Education Support

Social Media and Marketing

Corporate Services

Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part 5 Essential experience and skills criteria**

Please give examples that demonstrate you fulfil the following criteria, giving specific examples and dates where possible.

1. **ESSENTIAL CRITERIA**

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| * 3 years’ experience, in the last 10 years, gained within a school or further/higher educational environment as a principal, vice-principal or in a senior leadership or senior management role;   or   * 3 years’ experience within a body providing support and advisory services to schools such as an ELB/CCMS/CCEA/CnaG or DE at the level of assistant adviser or above;   or   * A minimum of 3 years’ experience, gained within the last 10 years, in one of the specified areas of work outlined in the job description. |
| 2. Please outline your experience gained within the specified areas of work. |
|  |
| 3. Understanding of and support for Irish-medium Education. |
|  |
| 1. Hold a post-graduate qualification. |
|  |
| 1. Experience of project management in a significant environment if applying to do this type of work. |
|  |
| 1. Additional Information |
| Please indicate any other experience, skills, expertise or interests that you consider relevant to the job requirements outlined. |

**Part 6 References**

Please supply the names and addresses of two referees. The prior consent of referees must be obtained before using their names. Please ensure one of your referees is a current employer or most recent employer if you are not currently in employment. Referees must not be related to you.

|  |  |  |
| --- | --- | --- |
|  | Referee 1 | Referee 2 |
| Name |  |  |
| Position |  |  |
| Address |  |  |
|  |  |  |
|  |  |  |
| Post code |  |  |
| Email |  |  |
| Tel. no. |  |  |
| Mobile: |  |  |

**Part 7 Child Protection**

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| --- |
| Please note this post may be a ‘regulated position’ as defined under Safeguarding Vulnerable Groups (NI) Order 2007 and if appointed successful applicant will be required to undertake an Enhanced Disclosure of Criminal Background. |
| Is there any reason why you would not be suitable to work with children / young  people in an educational setting? |
| Please provide information below to explain any gaps in your employment history. |

**Part 8 Disability**

Do you consider yourself to have a disability which is relevant to your job application?

Yes / No

|  |
| --- |
| If you have answered ‘yes’, is there anything we should know about your requirements in order to offer you a fair selection or to make reasonable adjustments to work arrangements: e.g. parking facilities, or any other form of assistance? (please specify): |
|  |

**Part 9 Declarations**

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| --- |
| Please detail any potential conflicts of interests that may arise should you be an associate of Comhairle na Gaelscolaíochta, e.g. are any current members of staff or board of Directors known to you in a personal capacity? |
|  |

I confirm to the best of my knowledge that the information given on this application form is true and correct.

Signed: ………………………………………………………………………….

Date: ………………………………………………………………………….

*Please email the completed application form to Comhairle na Gaelscolaíochta at:*

[*pomordha@comhairle.org*](mailto:pomordha@comhairle.org)

*Or Alternatively post to:*

*Comhairle na Gaelscolaíochta*

*Westgate House*

*4 Queen Street*

*Belfast*

*BT1 6ED*

How we use and collect information

CnaG is collecting this information for purposes related to your application and potential employment. We may check information provided by you, or information about you provided by a third party, with other information held by us. We will not disclose information about you to anyone else unless the law permits us to do so.