Sullivan Upper School
HOLYWOOD,
Co. Down
BT18 9EP

For Official Use:

REF:	2026CA11

APPLICATION FORM

Confidential (when completed)

Post:	**Classroom Assistant (SEN)**
Location:	Secondary Department
	Fixed Term, Part-Time, Term-Time 32.5 hrs per week / Monday to Friday
Closing date & time[5]	**12 noon on Wednesday 2nd December 2026**

Your full name:
(incl. title) _____

Please read these instructions carefully before completing your application form

1. Complete the form in **black** ink or electronically. Ensure all sections are fully completed and provide enough information for the selection panel to assess your application. There are 11 pages in total.

2. Do **NOT** change the form formatting. **Alterations may invalidate your application.** If converted to another format, ensure the layout & format remain unaltered, use **Arial 11** with **single line spacing**.

3. **Canvassing will result in disqualification.**

4. Email completed applications to **smoore609@c2kni.net**. An acknowledgement email will be sent on receipt.
   - If you experience difficulties, contact Human Resources 028 9042 8780.
   - Applications may also be posted or hand-delivered (single-sided printing only) to:

     Human Resources - Recruitment
     Sullivan Upper School, Belfast Road, HOLYWOOD, BT18 9EP

5. Applications submitted after the closing date. NOTE, we welcome applications from suitable candidates at any time and, with your consent, may retain your application for up to 12 months for consideration against future vacancies within the School. Information retained for this purpose will be managed in accordance with the School's Data Protection Policy.

   ☐ I consent to my application being retained for up to 12 months and considered for suitable future vacancies within the School.

   Hours are variable and may be offered up to a maximum of 32.5 hours per week. Please indicate the maximum number of hours you would be interested in working:

   ☐ Up to 20 hours per week
   ☐ Up to 32.5 hours per week

1. PERSONAL INFORMATION

Title: _____ **Surname:** _____

Forename(s): _____

Known as: _____

Address: _____

Town/City: _____

Postcode: _____

Address for correspondence (if different): _____

Home Telephone: _____

Mobile Telephone: _____

E-mail Address: _____

National Insurance Number: _____

Right to Work in the UK

Do you currently have the right to work in the UK? Yes ◯ No ◯

If your right to work in the UK is subject to a visa or other immigration permission, please provide the expiry date: _____

Evidence of your right to work in the UK will be required before employment commences

How did you hear about this post?

☒

☐ Newspaper…….…. Please specify which paper: _____

☐ Website……. Please specify which site: _____

☐ Social Media……. Please specify site: _____

☐ Parentmail

☐ Word of mouth

☐ Other……. Please specify where: _____

2. QUALIFICATIONS

Please list below all qualifications relevant to the role you are applying for, in chronological order and starting with the most recent first.

Should you consider a qualification to be an equivalent to that requested in the essential or desirable criteria as identified in the person/job specification it is your responsibility as the candidate to clearly demonstrate on the application form how the qualification you process is deemed equivalent to the qualification(s).

You will be required to provide original documentary evidence (not copies) of your qualifications, if you are successful in being offered a role.

Subject obtained/ to be taken	***Year obtained/ expected***	***Level of Exam***	***Examining Body***	***Grade***

3. EMPLOYMENT HISTORY

You must include any gaps or breaks in employment on page 10. Please provide all information required. The shortlisting panel will not make assumptions from the title of the post or nature of the organisation as to the skills and experience you have.

PRESENT or MOST RECENT POST

Name of Employer: _____

Address: _____ **Postcode**: _____

Job Title: _____

Salary / Scale Point: _____ **Notice Period:** _____

Date Started: _____ **Date left** (if applicable): _____

Main duties/responsibilities of current position and to whom you are responsible

PREVIOUS EMPLOYMENT DETAILS

Please give details of your employment history, beginning with the most recent.

Employer Name and Address	***Dates Employed*** *dd/mm/yy* **FROM**	**TO**	***Job Title & Summary of Main Duties/Responsibilities***	***Reason for Leaving***

Continue on a separate page (if required)

4. ESSENTIAL CRITERIA

Important *- please provide relevant information in the space below to demonstrate your ability and willingness to carry out the requirements of the job specification.*

You should show clearly how you meet the essential and/or desirable criteria for the post.

Be specific about detail and level of experience including dates etc.

Demonstrate how you meet the criteria:

A1. have a good educational background, with GCSE passes (or equivalent) in English, Mathematics and at least 3 other subjects.

Demonstrate how you meet the criteria:

A2. have experience working (either in a paid or unpaid capacity) with post primary aged child/children with Special Educational Needs;

A3. have knowledge of the requirements of a Classroom Assistant (Special Needs);

A4. have knowledge of child development issues, particularly in relation to a child with Special Educational Needs;

4. ESSENTIAL CRITERIA (continued…)

Demonstrate how you meet the criteria:

A5. confident and experienced user of ICT – specific experience with cloud-based applications such as One Drive or Google Drive is essential;

Demonstrate how you meet the criteria:

A6.
- **be over 18 years of age;**
- **ability to communicate well with staff, parents and pupils;**
- **be an enthusiastic and flexible team player;**
- **be sensitive, empathetic and have an understanding of the importance of confidentiality;**
- **be willing to undertake appropriate training for this post;**
- **ability to work well on their own, as well as under direct supervision**

5. DESIRABLE CRITERIA

***Important** - please provide relevant information in the space below to demonstrate your ability and willingness to carry out the requirements of the job specification.*

***You* should show clearly how you meet the essential and/or desirable criteria for the post**

Demonstrate how you meet the criteria:

B1. have a relevant qualification (Classroom assistant qualifications);

B2. have additional further/higher academic qualifications;

Demonstrate how you meet the criteria:

B3. minimum of six months' experience working in a formal environment with post primary aged child/children with Special Educational Needs

Demonstrate how you meet the criteria:

B4. experience working on a 1:1 basis with post primary aged children with social, behavioural, emotional and wellbeing needs and/or communication and social interaction difficulties;

Demonstrate how you meet the criteria:

B5. minimum of 6 months' experience in a **paid capacity** of working as a classroom assistant with a young person with special educational needs in a post-primary school

6. Any other relevant information

7. REFERENCES

*Please give the names and addresses of two people, **who have agreed** to act as confidential referees, The first referee should be your current/ most recent employer and be in a direct supervisory/managerial capacity, able to comment on your professional ability to discharge the duties associated with the post and/or your suitability to work with children/young people. The second referee, where possible, should be a previous employer.*

Prior consent of referees should be obtained. References must not be submitted with this form. References supplied by referees are requested and held in confidence

1. Most Recent/Current Employer

Name _____

Company/Employer _____

Position _____

Address _____ Postcode: _____

Telephone _____

Email _____

2. Previous Employer

Name _____

Company/Employer _____

Position _____

Address _____ Postcode: _____

Telephone _____

Email _____

8. SECURITY CHECK AND DECLARATION BY THE APPLICANT

As an employer within the education sector, we have a special responsibility to protect our pupils under the age of 18. Applicants should note that under the Rehabilitation of Offenders [Exceptions] Order (NI) 1979 ["the Exceptions Order"], posts in relation to providing schooling and other services to persons under 18, or carrying out duties on premises where persons under 18 are being provided with such services, are expressly excepted from the rights otherwise guaranteed by the Rehabilitation of Offenders Order (NI0 1978 ["the 1978 Order]*. Therefore, it is imperative that applicants disclose any conviction that they may have at the time of their application for the position (**see page 10**). We will perform a security check on the successful candidate and failure to disclose convictions, spent or unspent, which are subsequently discovered may lead to dismissal or disciplinary action**. Please note that having a criminal record will not automatically result in the failure of your application and any information disclosed will be treated as confidential.

* School employees are excepted by Article 13 of Part 2 of Schedule 1 of the Exceptions Order: "Any office or employment concerned with the provision to persons aged under 18 of accommodation, care, leisure and recreational facilities, schooling, personal social services, supervision or training, being in an office or employment of such a kind as to enable the holder to have access in the course of his normal duties to such persons, and any other office or employment the normal duties of which are carried out wholly or partly on the premises where such provision takes place."

** Article 3 of the 1979 Order disapplied Article 5(3)(b) of the 1978 Order, which states: "A conviction which has become spent or any circumstances ancillary thereto or any failure to disclose a spent conviction or any such circumstances, shall not be a proper ground for dismissing or excluding a person from any office, profession, occupation or employment, or for prejudicing him in anyway in any occupation or employment."

Any information retrieved by the security check will be treated as confidential. Please note that those applicants short-listed for interview will be asked to provide photographic proof of their identity, their original birth and/or marriage certificate and proof of the authenticity of their claimed qualifications.

I hereby certify and declare that:

a. I have read the information pertaining to the position for which I now make application and that all the questions on this form have been accurately answered to the best of my knowledge and belief. I declare that I have not canvassed in any way and that the information contained in the form is true and accurate;

b. I understand that this post is exempt from the provisions of the Rehabilitation of Offenders (Exemptions) (NI) Order 1978 by virtue of the Rehabilitation of Offenders (Exemptions) (NI) Order 1979 & (Exemptions Amendment) Order (NI) 1987. In the event of my application being successful, I consent to a check being made with AccessNI to determine if there is any record of convictions, cautions or bind-overs against me and understand the successful applicant will be expected to meet the cost of the enhanced disclosure check;

c. I understand that the information on this form is required by Sullivan Upper School for the purposes of processing my application. The information is covered by the provisions of the Data Protection Act 2018 and General Data Protection Regulation (GDPR). The Privacy Notice for Applicants is available at www.sullivanupper.co.uk – I have read and understood this. Your signature to the form is deemed to be an authorisation by you to allow the Board to process and retain the information for the purpose(s) stated.

d. I understand that the job offer will be subject to the satisfactory outcome of a security check and references. If the school considers it necessary, I shall submit to a medical examination by a Doctor appointed to the school on the understanding that the result will be confidential.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

You may type your signature above and, should you be selected for interview, you will be asked to sign the application form.

NOTE: Applicants **must** complete:

Page 10 Child Protection / Gaps in Employment / Offences / Schedule - Requests for Reasonable Adjustments

Page 11 Fair Employment Monitoring Questionnaire

SULLIVAN UPPER SCHOOL

POST **Classroom Assistant (SEN)**

Temporary Part-Time Term-Time

Name _____

CHILD PROTECTION

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

Is there any reason as to why you would not be suitable to work with children/young people in an educational institution?	Yes ☐	No ☐
	If yes, please give details below:	

GAPS IN EMPLOYMENT

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

OFFENCES

Have you ever been convicted of any criminal offence?	Yes ☐	No ☐
If YES, please give details of all such offences (including road traffic and motoring offences, cautions and/or bind-overs):		

SCHEDULE - REQUESTS FOR REASONABLE ADJUSTMENTS

The Disability Discrimination Act 1995 defines disability as 'a physical or mental impairment which has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities'.

Applicants who require a reasonable adjustment within the appointments process should notify the School by completing this section of the Application Form, which will be detached and kept separately before the rest of the Application Form is considered for short-listing purposes.

Do you consider that you have a disability? *(Please select appropriate box)*	Yes ☐	No ☐
If yes, please describe below what assistance/reasonable adjustment you feel would assist you in the appointments process:		

Sullivan Upper School, as part of its Equal Opportunities Policy, welcomes applications from persons with disabilities.

Do not separate this form from the job application form.

SULLIVAN UPPER SCHOOL

POST **Classroom Assistant (SEN)**

Temporary Part-Time Term-Time

FAIR EMPLOYMENT MONITORING QUESTIONNAIRE *Private & Confidential*

We are an Equal Opportunities Employer. We do not discriminate on grounds of religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job. To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our applicants and employees, as required by the Fair Employment and Treatment (NI) Order 1998.

Community Background:

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you to indicate your community background by selecting the appropriate box below:-

I am a member of the Roman Catholic Community ☐

I am a member of the Protestant Community ☐

Neither* ☐

If you do not complete this section, we are encouraged to use the "residuary method" of monitoring, which means that we can make a determination on the basis of personal information on file or your application form.

* If you ticked the box marked 'Neither' above, please provide names and addresses of the primary and secondary schools which you attended:

Primary School: (name) (address)	
Secondary School: (name) (address)	

Sex:

Please also indicate by selecting the appropriate box whether you are:

Female ☐

Male ☐

Age: *(please enter your date of birth)* _____ (eg 01/02/1950)

Note: ***The above information will be used for Equal Opportunities Monitoring. The questionnaire will be detached from your application form on receipt and the selection panel will not have access to it.***

Thank you for your co-operation in completing this questionnaire.

Do not separate this form from the job application form.