***For office use only***

*Ref: June2024/AA-PL/…...*



**THE WALLACE HIGH SCHOOL**

**Application Form**

Post Applied for: **Accounts Assistant/Purchase Ledger**

Closing Date: **12.00 noon on Monday, 17 June 2024.**

Interviews: **We expect to interview on Thursday, 20 June 2024**

***Please do not attach additional sheets to this form.***

***Please complete the form in size 12 font.***

***It is preferred that application forms are emailed in Word format to*** ***recruit@wallacehigh.net******. An acknowledgement will be sent by return of email.***

***If shortlisted, you will be asked to sign the printed application form at the interview, and present a form of identification.***

***Please note that the last page is the Equal Opportunities Form, which will be detached from the application form to ensure confidentiality.***

**Section 1: Personal Information**

|  |  |
| --- | --- |
| Title: |  |
| Full Name: |  |
| Maiden Name (if applicable): |  |
| Address (including postcode): |  |
| Email Address: |  |
| Contact Telephone Number/s (inc. STD code): | Daytime: Evening: Mobile:  |
| Date of Birth: |  |
| National Insurance No: |  |

**Section 2: Details of Present Employment**

|  |  |
| --- | --- |
| Name and address of present employer: |  |
| Post held: |  |
| Salary: |  |
| Main Duties: |  |
| Notice required to terminate present employment: |  |

**Section 3: Previous employment (beginning with most recent)**

|  |  |  |
| --- | --- | --- |
| Employer | Dates of Service | Reason for leaving |
|  | From | To |  |
|  |  |  |  |

If possible, please explain any gaps in your employment history:

**Section 4: Education**

|  |
| --- |
| **Please list below your GCSE, A Level or equivalent, degree and postgraduate qualifications, grades or levels and the dates awarded.** |
| **Qualification** | **Grade/Level****(if appropriate)** | **Date Awarded** |
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**Section 5: Meeting the Criteria**

Please indicate below how you meet the following criteria which are either essential or desirable (if not met please leave blank).

**Essential Criteria**

1. GCSEs grades A\*-C in English and Mathematics or equivalent.
2. A minimum of 1 years’ experience of working in an accounts office or similar environment – explain any relevant experience gained over a 1 year period.

1. Good written & communication skills – explain how you have demonstrated good written & communication skills.

1. Proficiency in MS Word and MS Excel – explain your experience in the use of MS Word and Excel
2. Good Understanding of an accounting software’s sales or fees ledger – explain your experience/knowledge of an accounting software’s sales or fees ledger

**Desirable Criteria**

1. Previous experience of working in an Accounts Payable Role
2. Previous accounting experience in the Education Sector.

**Section 6: References**

Please give the name, address and position of two persons from whom we may obtain a reference. The persons should not be relatives and one must be in a position to comment upon your performance in your present post or situation as appropriate.

*Reference 1 Reference 2*

|  |  |
| --- | --- |
| Name: | Name: |
| Position: | Position: |
| Organisation: | Organisation: |
| Address: | Address: |
| Telephone Number: | Telephone Number: |
| Email: | Email: |

**Section 7: Declaration**

|  |
| --- |
| I certify that the information supplied by me in this application is correct to the best of my knowledge. I understand that prior to an appointment being confirmed, a criminal records check will be made on me for the purposes of fulfilling the requirements of the DENI Circulars 2006/06 “Child Protection: Recruitment of People to work with Children and Young People in Educational Settings” and 2008/03 “Child Protection: Pre-Employment checking of persons to work in schools – new arrangements”. I give my permission for this to be done.**Signature: ………………………………. Date: ……………………………….** |

**PLEASE COMPLETE THE EQUAL OPPORTUNITIES FORM**



The Wallace High School

**Fair Employment and Treatment (NI) Order 1998**

**EQUAL OPPORTUNITY STATEMENT TO ALL EMPLOYEES**

The policy of the Board of Governors is to provide equal opportunities for all job applicants and employees.

All appointments and promotions are made on merit. The School does not directly or indirectly discriminate on grounds of religious belief, political opinion, race, gender, sexuality, marital status or disability.

To ensure that selection procedures are consistent and seen to be fair by all employees and job applicants, job descriptions and personnel specifications are used; the main duties and necessary requirements for any vacant post are clearly defined.

All vacancies are advertised. All applicants for non-teaching posts are initially required to complete an application form which, where applicable, is accompanied by a request for a voluntary unsigned statement on community background for the collection of equal-opportunity data. This request form is not included as part of the formal application but is retained separately and has no influence on any employment decision. Where short-listing is appropriate to the filling of the vacancy, interviews are offered on the basis of job-related criteria; written assessments, with reasons for acceptance or rejection, are retained for a period of one year on each individual interviewed.

The School maintains a neutral working environment in which no employee, pupil or visitor should feel embarrassed, threatened or intimidated because of his/her religious belief, political opinion, race, gender, sexuality, marital status or disability. The display by an employee or pupil of flags, emblems, posters or graffiti or the circulation of any material or any activity whatsoever likely to give offence or cause apprehension among particular groups is therefore prohibited. All members of the school, staff and pupils alike, are expected to contribute positively to the maintenance of good community relations. Employment contracts make clear that any break of equal-opportunity practice is regarded as a disciplinary offence.

The Board commits itself to keep under review the operation of its equal-opportunity policy, as specified in Article 55 of the Order, to take account of changing circumstances, adopting, where necessary, appropriate affirmative action measures to ensure the provision of equality of opportunity and fair participation for all sections of the community.

**Deborah O’Hare (Mrs)**

**Principal**

(Responsible under the above legislation for Equal Opportunity Policy)



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The Wallace High School

**PRIVATE AND CONFIDENTIAL**

To All Applicants

We are an Equal Opportunities employer and we welcome applicants regardless of religious belief, political opinion, gender, sexuality, marital status or disability.

Under the Fair Employment and Treatment (NI) Order 1998, and in accordance with our own Equal Opportunity policy, we are asking you to indicate the community to which you belong by ticking the appropriate box below.

(You may copy and paste this tick in the appropriate area:🗹)

🞏 I am a member of the Protestant community

🞏 I am a member of the Roman Catholic community

🞏 I am a member of neither the Protestant nor the Roman Catholic community.

Please tick the appropriate box

🞏 Male 🞏 Female

THE INFORMATION YOU HAVE GIVEN WILL NOT BE INCLUDED AS PART OF YOUR APPLICATION. IT WILL BE RETAINED SEPARATELY AND WILL NOT BE USED AS THE BASIS FOR ANY EMPLOYMENT DECISION. PLEASE DO NOT SIGN THIS SHEET.

Note: While it is not compulsory for you to answer the above questions, we would stress that it is a criminal offence under the legislation for a person to ‘give false information in connection with the preparation of a monitoring return’.

**Thank you for your cooperation.**