



FCJ Primary School  
Deloraine Road  
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Jersey  
JE2 7XB

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[www.fcj.sch.je](http://www.fcj.sch.je)

### APPLICATION FORM – Senior Leader - SENDCo

#### 1) PERSONAL DETAILS

Application for the position of.....

Full details of present post.....

At.....

Address.....

.....  
Current Salary/Grade (if applicable)..... Notice required.....

Surname..... Title.....

Christian/First Names.....

Marital Status..... Religious Denomination..... Date of Birth.... /..../....

Address.....

.....  
Home Telephone Number..... Mobile Telephone Number.....

Email Address.....

School Telephone Number.....

Social Security Number..... Date of Qualification as a Teacher .....

**PLEASE RETURN THIS FORM TO FCJ PRIMARY SCHOOL, MARKED 'PRIVATE AND  
CONFIDENTIAL'**

**CLOSING DATE FOR APPLICATIONS.....**

**2) POST-11 EDUCATION AND TRAINING**

Please give information about education received in Jersey and the UK or abroad, qualifications obtained including degrees with class and division, and Teacher's Certificates, in chronological order starting from the most recent. Please include postgraduate and professional qualifications.

<b>Establishment Attended</b>	<b>Full or Part- time</b>	<b>Qualifications</b>	<b>Dates attended From</b>	<b>To</b>

State Subjects in which you are qualified to teach, other subjects for which you may have relevant experience to teach and any other specialisms you may have which may be relevant to your application.

.....

.....

Type of Teacher Training:

PLEASE TICK APPROPRIATE BOX(ES)

Nursery  Infant  Junior

Do you have the Catholic Certificate in Religious Studies or equivalent? YES / NO

If applicable, where and when did you obtain the Catholic Certificate in Religious Studies (formerly known as the Catholic Teachers' Certificate in Religious Education)?

.....

CCRS Registration Number (if known) .....

Please provide details of any other specialist postgraduate qualifications (e.g. Certificate in Subject Leadership, Dip. Ed, MA).

.....

Please list recent courses and professional development in which you have been involved in the past 3 years and which you consider relevant to this post (stating length of courses). Please continue on a separate sheet if necessary.

Course Title	Brief Description	Dates/Duration

3) DETAILS OF PRESENT SALARY AND SCALE:

Please supply all information as appropriate.

Salary Scale.....(e.g. Main / Upper / Leadership)

Group of School..... Spine Point.....

Additional Allowances..... Gross Salary.....

4) PROFESSIONAL EXPERIENCE

Please give further details of experience in chronological order, starting with the most recent.

(Students seeking first appointment should give details of teaching practice)

Education Auth. Or Employer	Name and type of school or institution	Age range taught; gender	Approx. number on roll; school group	Post held and responsibilities	Dates	
					From	To

DETAILS of all other employment and unpaid experience after the age of 16, in chronological order, most recent first (e.g. family duties, voluntary work etc.) which you wish to be taken into consideration:

If there are any periods of time that are not accounted for by this form and upon which you wish to comment, please do so.

5) ADVERTISEMENT:

Please state where you learned of this vacancy.

6) MEDICAL HISTORY:

How many days sickness have you had in the last 2 years? (Exclude maternity leave)

Are you aware of any disability, or on-going medical condition or treatment that we should be aware of?      YES          NO   

Please give brief details of your disability and any reasonable adjustments you anticipate we would need to make.

## 7) REFERENCES

Please nominate up to three referees. In the case of a Catholic applicant, one referee should be your Parish Priest/ or the Priest of the Parish where you regularly worship. If you are in employment, one referee must be your present employer. Please tick the boxes only if you do not want the referee(s) to be contacted prior to interview.

Name.....Designation.....

Address.....

Telephone..... Email:.....

Name..... Designation.....

Address.....

Telephone..... Email:.....

Name..... Designation.....

Address.....

Telephone..... Email:.....

We reserve the right to take up references with any previous employer.

Notes: (i) referees will be contacted before interviews unless otherwise requested.

(ii) If any of your referees knew you by another name, please write that name here:

.....

Are you related to any member of the Governing Body or current staff? YES /NO

If so, please give their name: .....

**8) DISCLOSURE AND BARRING SERVICE (DBS)**

In the event of a successful application an Enhanced Disclosure will be sought from the Disclosure and Barring Service in relation to criminal and child protection matters. A conviction will not necessarily be a bar to obtaining employment.

**9) RESIDENTIAL QUALIFICATIONS**

Do you possess residential status under Jersey Housing Law? YES / NO

How long have you been continuously resident in the Island immediately prior to this application?

**10) DATA PROTECTION**

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection (Jersey) Law 2018.

Signature: .....

**11) DECLARATION**

If you know that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment, then your name will be withdrawn from the list of candidates.

If such a discovery is made after you have been appointed, then you will be liable to be dismissed.

I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.

Signature..... Date.....

(The post will be subject to the terms and conditions of the FCJ Primary School contract)

## NOTES TO APPLICANTS

1. Before signing this form, please ensure that every section has been completed.
2. The form should be returned as instructed in the details of the post.
3. Applicants may attach a separate statement in support.
4. Applications will only be acknowledged if a stamped addressed envelope is enclosed.
5. Applicants are reminded that this is an application for a post in a private Catholic School where the Governors are the employers and that the post will be subject to the terms of the FCJ Primary School Contract.
6. You must declare *all* convictions that you have, including motoring offences and all convictions that have become "spent".

