



APPLICATION FORM FOR THE VACANCY OF

SCHOOL PRINCIPAL

(Ref: 2601SP)

CLOSING DATE : Monday 23rd February 2026 at 12noon

Instructions for Candidates

- Before completing the application form, please read the Application Pack thoroughly.
- If submitting as a Word document, please complete the form in Calibri typescript (font size 11). The PDF font size is pre-set.
- All sections must be completed in full.
- Applications should be submitted in Microsoft Word or Adobe PDF format.
- The amount of space provided for your responses in the application form is the same for all applicants and the size of the text boxes must not be changed in any way. Any alterations may invalidate your application.
- Unless explicitly stated otherwise, additional pages, curriculum vitae, letter or other supplementary materials will not be accepted in place of, or in addition to, a completed application form.
- You should use this form to provide details of relevant and appropriate experience and/or examples given the essential and desirable criteria as outlined in the job description.
- Please return your completed form by e-mail to cmcauley301@c2ken.net, by post or by hand addressed to: The Hon Secretary, Board of Governors, c/o The Office of the Head of Finance, Belfast Royal Academy, 5-17 Cliftonville Road, Belfast, BT14 6JL.
- In order to be considered, your completed application must be returned no later than **12 noon on Monday 23rd February 2026**. Please note the onus is on the candidate to ensure that their completed application form is received by Belfast Royal Academy on or before the closing date.
- Late applications will not be considered.
- Applicants are asked to complete and submit the Equal Opportunities Monitoring Form with their application. Please do not write your name on the form. Any monitoring information which you provide will be treated in strictest confidence. Only the Monitoring Officer involved in compiling monitoring reports can view monitoring data.
- It is essential that applicants demonstrate, by way of examples, how they meet each criteria and to what extent their experience and abilities are relevant to the position. Failure to do so will result in an applicant not being shortlisted for interview, as the Selection Panel cannot make assumptions about experience or ability in the absence of such information. The Selection Panel will also not make assumptions from the title of an existing position or the nature of an organisation as to the skills and experiences of a particular applicant.

SECTION 1 : PERSONAL DETAILS

Title (Mr/Mrs/Ms/Dr)		National Insurance Number:	
Surname:		Forenames: (Please underline the name by which you are known)	
Telephone Number (Main Contact)		Mobile Number	
Address for Correspondence:			Postcode

The Immigration, Asylum and Nationality Act 1996

	Yes	No
Do you have the right to work in the UK?	<input type="checkbox"/>	<input type="checkbox"/>
If you have answered "No" or if visa restrictions apply, please provide further details here.		
<i>If you are offered a position, you will be required to provide original proof of your right to work in the UK, in line with The Immigration, Asylum and Nationality Act 1996.</i>		

The Rehabilitation of Offenders (Northern Ireland) Order 1978

	Yes	No
Have you ever been convicted of a criminal offence?	<input type="checkbox"/>	<input type="checkbox"/>
Is there any relevant court action pending against you?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever received a caution, reprimand or final warning from the Police?	<input type="checkbox"/>	<input type="checkbox"/>
If the answer to any of the questions above is "Yes", please provide further details here.		
<i>Please note: This post is considered to be exempt from provisions of the Rehabilitation of Offenders (NI) Order 1978 and you must therefore disclose any criminal convictions whether or not they are spent.</i>		

Protection of Children and Vulnerable Adults (Northern Ireland) Order 2003

		Yes	No
Is there any reason why you would not be suitable to work with children or young people in an educational setting?			
If the answer to the question above is "Yes", please provide further details here.			
<i>Please Note: This position is deemed to be a regulated position under the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007.</i>			

Disability Discrimination Act 1998

		Yes	No
Do you consider yourself to be disabled?			
If the answer to the question above is "Yes", please provide details of any special arrangements in relation to communications or access that you may require if invited for interview:			

GTCNI Registration (If applicable)

GTCNI Membership Number	
GTCNI Registration Date	

Other professional qualifications

Date	Course	Qualifications

Membership of professional institutions/associations

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SECTION 3 : CURRENT EMPLOYMENT

Current Position:	
Name and Address of your current employer:	
Date of appointment:	
Principal duties of your present position and person(s) to whom you are responsible: Please summarise in the space below, taking an additional A4 page, if necessary	

SECTION 4 –EMPLOYMENT HISTORY

This section must contain an outline of your career to date, starting with the most recent employment. Please provide details of any gaps in your employment history.

Date of Starting		Date of Leaving	
Name of Employer			
Main Duties and Responsibilities			

Date of Starting		Date of Leaving	
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Date of Starting		Date of Leaving	
Name of Employer			
Main Duties and Responsibilities			

Please explain any gaps in your employment below

SECTION 5 : REFEREES

Please give the names and addresses of two referees, one of whom should be your current employer. Referees may be approached for all applications considered suitable after interview. Relations should not be named as referees.

Name			
Address			
Postcode		Telephone Number	
Email Address:			

Name			
Address			
Postcode		Telephone Number	
Email Address:			

SECTION 6 : INTERVIEW ARRANGEMENTS

Please provide details of any special arrangements in relation to either correspondence or access, which you may require at interview.

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Please provide details of any dates during March and April 2026 that you will not be available to attend for interview. (We cannot guarantee that we can accommodate candidates due to unavailability)

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SECTION 7 : ADDITIONAL INFORMATION

Current/most recent salary:			
Length of Notice:		When could you be available to take up employment?	

**SECTION 8 : INFORMATION FOR SHORTLISTING AND INTERVIEW PURPOSES –
ESSENTIAL CRITERIA**

In this section you are required to provide information that will aid the shortlisting process in particular and support the interviewing process. **Please ensure this section of the form is completed fully and thoroughly to aid selection and decision making.**

EC1 Please provide details of your first or second-class honours degree or a third level qualification of an equivalent standard, from a university in the United Kingdom or the Republic of Ireland or equivalent.

EC2 Please demonstrate how you have a minimum of seven years post qualification teaching experience in post primary education.

EC3 Please demonstrate how you have held a senior management post for a minimum of five out of the last seven years either at the level of Principal, Vice-Principal or a teacher holding five teaching allowances in a post primary school or schools with sixth form provision or at an equivalent level, judged by salary, in the education service.

**SECTION 9 : INFORMATION FOR SHORTLISTING AND INTERVIEW PURPOSES –
DESIRABLE CRITERIA**

In this section we would like you to provide information which may be used to aid the shortlisting process in event of a large number of applications being returned and to support the interviewing process. **Please ensure this section of the form is completed fully and thoroughly to aid selection and decision making.** Desirable Criteria will be applied in the order in which they are listed.

DC1 Please provide details of how you have three or more years' experience as Vice-Principal or Principal of an 11 to 18 grammar school or equivalent.

DC2 Please demonstrate how you have successfully completed an additional postgraduate (or equivalent or higher) Qualification in Education.

DC3 Please demonstrate how you have at least five years' experience of teaching in an 11 to 18 grammar school or equivalent.

**SECTION 9 : INFORMATION FOR SHORTLISTING AND INTERVIEW PURPOSES –
DESIRABLE CRITERIA (CONTINUED FROM PREVIOUS PAGE)**

DC4 Please demonstrate how you hold a first or second-class honours degree in a subject taught in the school.

DC5 Please demonstrate how you can demonstrate evidence of involvement in staff development within school/s.

DC6 Please demonstrate how you have experience of financial and/or budgetary management within school/s.

SECTION 10 : PERSONAL STATEMENT

In this section you are required to provide a short statement (**no more than 150 word per section**) on your suitability for the position paying particular regard to the Person Specification (Annex B). This statement will be used to aid the shortlisting process in the event of a large number of applications being received. **Please ensure this section of the form is completed fully and thoroughly to aid selection and decision making.**

Experience (Max. 150 words)**Knowledge (Max. 150 words)****Skills (Max. 150 words)**

Personal Qualities (Max. 150 words)

SECTION 11 : DATA PROTECTION

In signing and submitting this form you confirm that you understand and accept that the information you have provided will be processed by Belfast Royal Academy in accordance with our Data Protection Registration, for the purposes of making this appointment.

SECTION 12 : DECLARATION

I hereby certify that

- a) I have read the terms and conditions of appointment applying to this position, for which I now make application**
- b) I have answered all the questions on this application form accurately and to the best of my knowledge and belief**
- c) I understand that, prior to appointment to this post being made, a check for any record of convictions, cautions or bindings-over may be carried out, and I give permission for this to be done in my case**
- d) I understand that this post is exempt from the provision of the Rehabilitation of Offenders Order (N Ireland) 1978**
- e) The statements given by me on this application are, to the best of my knowledge and belief, true. I understand that deliberate falsification of factual information may prejudice my application or lead to an offer of appointment being withdrawn.**

Signature	
Date	

Please note that if returning the form electronically, you will be required to sign the form, if shortlisted for interview.

Please indicate where you heard of this vacancy:

Belfast Telegraph		Irish Times	
Times Educational Supplement		NI jobs	
Word of Mouth		Other (please specify)	