

For office use
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Portumna Community School

Application form for Permanent SECRETARIAL position 2026.27

This form applicable to employment process completed after April 29th 2016

NB YOU MUST HAVE BEEN GARDA VETTED SINCE APRIL 30TH 2016 or IN THE PROCESS OF APPLICATION BEFORE FILLING POSITION IN EARLY SEPTEMBER 2020

Complete all sections in full.

Position
PERMANENT CLERICAL OFFICER/SECRETARY GRADE 3

Personal Details	
Name	
Home Address & Correspondence Address if different	
Mobile number	
Landline	
email	

Garda Vetting Requirements	
<i>Please note that these requirements must be complied with.</i>	
Have you been Garda vetted since April 30th 2016?	No <input type="checkbox"/> <i>If you have not been or in the process of/unable to gain vetting since April 30th 2016 you cannot apply for this position.</i>

Referees

*Give the names and full contact details of two people willing to give verbal references
(please include two written references with application)*

1.

2.

Third Level/Further Education

In this section list all the Institutions you have attended

Institution 1	
Years from and to	
Course followed	
Award received (Degree, Diploma, Certificate, Other)	
Level of Award (Honours e.g. 1.1, 2.1, Pass, Other)	
Subjects in Award	
Other Details	

Third Level/Further Education <i>In this section list all the Institutions you have attended</i>	
Institution 2	
Years from and to	
Course followed	
Award received (Degree, Diploma, Certificate, other)	
Level of Award (Honours e.g. 1.1, 2.1, Pass, Other)	
Subjects in Award	
Other Details	

Second Level Education	
School Name and Address	
Years from and to	
SEC Results (Leaving Cert. or other):	

List Any Other Relevant Courses/Qualifications	
Course Title	Description

Employment History (1) Include Most Recent First	
Employer Name and Address	
Years from and to	
Nature of employment	

Other Employment History (2)	
Employer Name and Address	
Years from and to	
Nature of employment	

Other Employment History (3)	
Employer Name and Address	
Years from and to	
Nature of employment	

Relevant Skills and Aptitudes

Please List With a Brief Description

Other Information

Add any other relevant information

DECLARATION AND SIGNATURE

Please read and sign the form below, certifying that all information you have provided is accurate.

- It is the candidate's responsibility to ensure that all required information is supplied

Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.
- The Board of Management may withdraw an offer of employment if a satisfactory vetting disclosure is not made available.
- The Board of Management cannot enter into a Contract of Employment without first receiving a vetting disclosure.
- You are also required to sign the declaration below certifying that all information you have provided is accurate.
- The Selection Committee may wish to check any of the details you have provided.
- Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.
- I declare that the information supplied in this application form is accurate and true.
- I declare that I have not been investigated or convicted for any child abuse related charges in any jurisdiction.
- Please include 2 written references and evidence of Garda Vetting disclosure/application process with completed application form.

Completed applications must **arrive by post no later than 4 pm Wednesday April 15th 2026**. Shortlisted candidates must be available for interview in person the week beginning April 20th with the successful applicant available to take up the position in early May 2026.

Signed: _____

Date: _____

PLEASE NOTE CAREFULLY:

LATE APPLICATIONS WILL NOT BE ACCEPTED

