



## APPLICATION PROCEDURE

**Before completing this application form please read the following carefully:**

The Application Form must be TYPED. Handwritten forms will not be accepted.

All questions must be answered.

Do not change the question numbers or sequence.

Boxes may be expanded as required – please comply with maximum word count requirements.

Your application will be assessed on the information you submit on the official application form. Please ensure all sections are completed fully and accurately, giving clear evidence of qualifications, skills and experience.

**No letter of application, CV or written reference should accompany this form.**

Further information on Clifden Community School can be found on our website [www.clifdencommunityschool.com](http://www.clifdencommunityschool.com)

Canvassing will disqualify. Clifden Community School is an equal opportunities employer.

Completed application form must be submitted by email to: [recruitment@clifdencs.ie](mailto:recruitment@clifdencs.ie) on or before 12 noon on the closing date given in the advertisement.



## TEACHER APPLICATION FORM (2023-2024)

Position Applied for:

### 1. PERSONAL DETAILS:

<b>Name</b>				
<b>Home Address</b>				
<b>Email - this is the primary method of communication</b>				
<b>Landline Phone Number</b>		<b>Mobile Phone Number</b>		
<b>Current Position &amp; Employment Status</b>				
<b>Are you registered with the Teaching Council: (Please tick a box)</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	<b>Teaching Council Registration No:</b>	
<b>Have you scanned and attached to this application your Teaching Council registration detailing the subjects you are recognised to teach?</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>		
<b>Have you current Garda Vetting from the National Vetting Bureau? (Please tick a box) If "yes" please provide a scanned copy and attach to this application.</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	<b>Subjects registered to teach:</b>	<b>1.</b> <b>2.</b> <b>3.</b>

**Note:** Candidates *proposed for appointment* to teaching positions are required to be **currently registered with the Teaching Council** in accordance with Section 31 of the Teaching Council Act, 2001. Candidates should share, via Digitary, Vetting Disclosure, by e-mailing [principal@clifdens.ie](mailto:principal@clifdens.ie)





### 3. TEACHING EXPERIENCE:

Please begin with present or most recent employment:

SCHOOL <i>(Please begin with present or most recent employment)</i> Name & Address	Dates		STATUS: TP / PT / FT/ PRPT / TWT /PWT / CID /Substitution	SUBJECTS TAUGHT/ LEVEL: LC – H/O JC – H/O TY / LCA / JSCP SEN / TEAM TEACHING	TIMETABLED HOURS PER WEEK
	From (d / m / y)	to (d / m / y)			

**Note:** T/P = Teaching practice      P/T – Part-time      F/T = Fixed Term      PRPT = Pro-rata Part-time  
TWT = Temporary Wholetime      CID = Contract of Indefinite Duration      PWT = Permanent Whole-time

### 4. OTHER RELEVANT EXPERIENCE:

Dates		Name of Organisation	Status (Permanent/ Temporary)	Brief Description of Duties
From (d/m/y)	To (d/m/y)			

### 5. SUPPORTING STATEMENT

This section is for you to provide a summary of your teaching experience, your approach to teaching and any extra-curricular activities you have organised and are willing to promote.



**6. REFEREES:**

Please provide names, addresses and position/occupation of two people (other than relatives or friends) with knowledge of you and your work to whom professional reference can be made. One should be your current or most recent employer. **[Please note: your referees may be contacted without further communication with you].** Please ensure to **provide a mobile number** for each referee. All appointments are subject to references satisfactory to Clifden Community School BOM.

NAME:		NAME:	
POSITION		POSITION	
ADDRESS		ADDRESS	
TEL. NO. (MOBILE)		TEL. NO. (MOBILE)	
TEL. NO. (WORK)		TEL. NO. (WORK)	
E-MAIL ADDRESS		E-MAIL ADDRESS	

**DECLARATION:**

**If this section is not completed, your application will not be considered for processing.**

Have you been investigated by the Gardaí, HSE, or your employer in relation to substantiated complaints made concerning your treatment of children?

YES

NO

Were you the subject of any allegation of criminal conduct or wrongdoing towards any individual(s)?

YES

NO

Are you aware of any material circumstance in respect of your own conduct which touched/touches on the welfare of a minor?

YES

NO

Are you aware of any material circumstance in respect of your own conduct which touched/touches on the welfare of an adult?

YES

NO

**If you tick Yes to any of the above, please provide details:**

Please note that it is a fundamental term of your employment that you make appropriate full disclosure in respect of the questions outlined above. You should also note that if the school is satisfied, in the future, that you have made an incomplete or inaccurate disclosure, you may face disciplinary action, up to and including dismissal.

The school undertakes that all responses furnished by you in respect of the above questions will be treated as confidential, subject to any reporting obligations which may be imposed on the school, pursuant to "Children First" published by the Department of Children and Youth Affairs, the Child Protection Procedures for Primary and Post-Primary Schools published by the Department of Education and Skills or pursuant to any legal obligation imposed on the school to facilitate the effective investigation of crime.

In the event of your being recommended for appointment to this position Clifden CS BOM is obliged to comply with the terms of current DES Circular Letters.

Clifden CS BOM requires that all newly appointed teachers and support staff will be vetted via An Garda Siochana and that the outcome of the vetting will be considered in the light of the school's vetting policy. This applies in respect of appointments to teaching posts, principal and deputy principal positions where the person is not currently an employee of the school and applies irrespective of whether the individual has been previously vetted or not.



**DECLARATION AND SIGNATURE:**

- You are 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.

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_