



St. Mary's Academy CBS, Carlow.

Teaching Post Application Form

Notes on the completion of this form:

- Application forms to be emailed to principal@cbscarlow.net
- All questions must be answered - do not change the question numbers or sequence
- The application form to be typed in Arial Font, size 11.
- Please note that applicants who wish to be considered for more than one post must complete a separate application form in respect of each post.
- Only short-listed candidates will be contacted.
- The Board of Management of St. Mary's Academy CBS is an equal opportunities employer.

1. POST APPLIED FOR :

2. PERSONAL DETAILS:

Details	
Name	
Address	
Phone	
Email	

Teaching Council Registration Details		
Are you registered with the Teaching Council? (Circle Y/N as applicable)	YES	NO
If YES, please state your TC Number		
Please list your registered subjects	List:	

3. EDUCATION RECORD

Third Level Qualifications:

Institution	Primary Degree Subjects	Pass/ Honours	Year of Graduation

Teacher Education Qualifications:

Institution	Overall Result	Year of Graduation

Additional Professional Qualifications:

Institution	Primary Degree Subjects	Pass/ Honours	Year of Graduation

4. TEACHING EXPERIENCE TO DATE

Dates Employed To/from	Name & Address of School/ Organisation	Position held & contract type	Subjects and levels taught

5. EXTRA CURRICULAR ACTIVITIES IN WHICH YOU HAVE BEEN/ WOULD LIKE TO BE INVOLVED?

Please outline:

6. KEY SKILLS

What key skills and knowledge have you developed that will benefit you in this post?

Please comment on subject knowledge, teaching competence, classroom management, interpersonal skills, ICT skills in teaching and any other area as you see relevant.

I understand that St. Mary's Academy CBS is a Catholic School under the trusteeship of ERST. I have read and undertake to support and promote the core values expressed in the mission statement as available online at www.cbscarlow.net

YES:

NO:

7. CHILD PROTECTION AND VETTING

Please note that employment in this school is subject to the terms of circular 0031/2016 from the Department of Education and the vetting act which commenced from 29 April 2016.

Under this act, the school will have to obtain a vetting disclosure from the Bureau prior to any employment. As an additional safeguard, should you be employed in St. Mary's Academy CBS, s Statutory Declaration and Form of Undertaking must be completed and provided to the school authority prior to making a teaching appointment of any duration.

If the following section is not completed, your application will not be considered for processing.

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

PLEASE TICK

YES: _____ NO : _____

7.2 Were you the subject of any allegation of criminal conduct or wrongdoing towards a minor?

PLEASE TICK

YES: _____ NO : _____

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

PLEASE TICK

YES: _____ NO : _____

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 Youth or pursuant to any legal obligation imposed on the school to facilitate the effective investigation of crime.

In the event of you being recommended for appointment to this position, the Board of Management is obliged to comply with the terms of current DEY Circular Letters. The Board of Management's policy is that all new personnel recommended for appointment will be vetted and that the outcome of the vetting will be considered, having regard to the school's vetting policy.

This applies in respect of all recommendations for appointment to teaching, principal, deputy principal and support staff positions where the person recommended for appointment is not currently an employee of the school and applies irrespective of whether the person has been previously vetted or not.

Please note that appointment to the position is subject to the outcome of the vetting process and the Board of Management's determination of suitability for employment in the position having regard to

the vetting information received. No appointment will be confirmed until the aforementioned steps have been completed.

Further note that it is essential that you make appropriate and full disclosure in response to the questions 7.1, 7.2 and 7.3 above. In the event of an offer of employment being made to you by the Board of Management, this personal declaration will constitute a fundamental term of the contract of employment. If, at any time, it is subsequently established that you have made an incomplete and/ or inaccurate disclosure in this declaration, you may face disciplinary action, up to and including dismissal.

8. REFERENCES

1 ST Referee		2 nd Referee	
Name:		Name:	
Organisation Name & Address:		Organisation Name & Address:	
Phone Number:		Phone Number:	
Email:		Email:	
Position Held:		Position Held:	

Applicant Signature: _____

Date: _____