

All information provided in this form is confidential to the Selection Board  
(This form should be typed or completed using block capitals in black ink)

**POST OF SPECIAL NEEDS ASSISTANT - APPLICATION FORM**

**School:**

*(If completing this form by hand, please use a ballpoint pen or black ink)*

**Applicant's  
Name**

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Completed and Signed Application Forms should be returned

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Please DO NOT send a Curriculum Vitae with this form. This may be requested later in the recruitment process.

Please DO NOT enclose any certificates with this form. Minimum educational requirements for this post are Inter Cert or Junior Cert or equivalent qualification/s. The successful candidate may be required to supply original documentation in relation to other qualifications to the Board of Management prior to appointment.

**For Official Use Only**

Received:

Date:

Time:

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**PERSONAL DETAILS:**

**1 Name**

**Home Address**


<b>Home Tel. No.</b>	
<b>Mobile Phone No.</b>	
<b>E-Mail Address</b>	

**2 Educational Qualifications – most recent first** (*Include second level e.g. Inter Cert, Junior Cert or equivalent and further education (though not a requirement for this particular post). A successful applicant may be requested to furnish supporting documentation.*)

Qualification	School/College	Results	Year of Award

**3 Other relevant, non-accredited courses – most recent first: (e.g. First Aid, Art/Craft....)**


**4. Experience of Special Needs Assistant role - most recent first.**

School Name	Address	Duties	Date from	Date to

**5. Previous employment experience - most recent first.**

Position	Employer/Project	Duties	Date from	Date to

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**6 Please indicate briefly your understanding of the role of a Special Needs Assistant**

**Supporting individuals with their communication needs intimate care needs medication management plans supporting them with activities inside and outside the school. Supporting families and making sure the individuals are treated with dignity and respect respecting all members of the community inside and outside the school supporting he children take part in activities and supporting them 100% to the best of their ability and encouraging 100% independence for themselves.**

**7 Additional information (*not already mentioned*) in support of your application**

**8 Please give the names of two referees: one should be in a position to comment on your personal characteristics and one should be in a position to comment on your professional qualifications and/or training. Referees should not be related to the applicant.**

**(1) Name**

**(2) Name**

**Address**


**Address**


**Phone Number(s)\***

<b>Work:</b>
<b>Home:</b>
<b>Mobile:</b>

**Phone Number(s)\***

<b>Work:</b>
<b>Home:</b>
<b>Mobile:</b>

*\* As it is probable that referees will have to be contacted outside of school times, it is crucial that phone numbers at which referees can be contacted (three if possible) are given.*

**9 Signature of Applicant**

**Date**

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