



Presentation Secondary School, Tralee, Co. Kerry.

Teaching Post Application Form 2026

This teaching post is funded by monies from the Oireachtas and is subject to Department approval and the closure of the Redeployment Panel.

Notes on the completion of this form

- Application forms should be emailed to recruitment@prestralee.ie before 9.00am on the date specified in the advertisement. No letter of application or CV should accompany this form.
- All questions must be answered - do not change the question numbers or sequence.
- The Application Form must be typed in Calibri using font size 12.
- 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 this school is an equal opportunities employer.

Teaching Post

Presentation Secondary School,
Tralee,
Co. Kerry.

1. POST BEING APPLIED
FOR:

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2. PERSONAL DETAILS

Details	
Name	
Address	
Telephone	
Email	

Teaching Council Registration Details ¹		
Are you registered with the Teaching Council? PLEASE TICK	YES	NO
Please give your Teaching Council Registration number.		
Please list your registered subjects.	List:	

¹ Please note that Presentation Secondary School Tralee is a *Droichead* school for the purposes of the registration process.

3. EDUCATION RECORD

Third Level Qualifications:

Institution	Primary Degrees/Diplomas Subjects	Degrees (Pass/Hons)	Year of Graduation

Teacher Education Qualifications:

Institution	Overall Result and Teaching Practice Result	Year of Graduation

Additional Professional Qualifications (Certificates/Diplomas or Training).

Institution	Course Title	Pass or Honours	Year of Graduation

4. TEACHING EXPERIENCE TO DATE

Dates employed to/from	Name & address of School/Centre/ Organisation	Position held & contract type (Teaching Practice/PWT/ CID/TWT/PT) <i>(Please state hours per week)</i>	Nature of work including subjects & levels taught

5. Extra-curricular activities in which you have been involved?

Please outline:

6. Any other relevant information: you may include hobbies, interests, skills and involvement in any voluntary or community organisations.

Please outline to a maximum of 300 words:

7. 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 you see as relevant.

Please outline to a maximum of 300 words:

8. PASTORAL ROLE

Outline the importance of the pastoral role of a teacher in a modern Secondary School? Give examples of your experience to date.

Please outline to a maximum of 300 words:

9. ETHOS

In what way might you, as a subject teacher, contribute to sustaining the Catholic ethos of Presentation Secondary School Tralee?

Please outline to a maximum of 300 words:

I understand that Presentation Secondary School Tralee is a Catholic school under the trusteeship of Ceist. I have read, accepted and undertaken to support and promote the core values expressed in the mission statement as available online at <http://www.prestralee.ie>

Yes: No:

10. 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 here, a **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.

10.1 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:

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

PLEASE TICK

Yes: No:

10.3 Are you aware of any material circumstance 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 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 the Board of Management is obliged to comply with the terms of current DES 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 at 10.1, 10.2 and 10.3 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.

11. Have you completed the TUSLA Child First TRAINING?

PLEASE TICK

Yes: No:

APPENDIX 1

Information Leaflet:

The school thanks you for your interest in applying for the position of -----in the school. Please complete all sections of the standard application form which I ask you to complete and return to the school before the stated closing date for applications.

This school owes a duty of care to its students. The school has a duty to satisfy itself that no person employed by the school poses a threat to students or staff. The school must therefore make certain enquiries of all applicants for employment in the school, and these enquiries will include both:

- (a) Questions to each applicant at interview (see below) and
- (b) Enquiries with previous employer(s), and the National Vetting Bureau.

The questions which you will be asked at the interview are as follows. You are also requested to answer in writing below:

- Where have you been residing during the previous five years?

- Were you ever the subject of an inquiry by TUSLA/ the HSE concerning a child welfare matter?

- Were you ever the subject of a garda criminal investigation arising from a complaint of child abuse?

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

12. REFERENCES

1 st Referee		2 nd Referee	
Name:		Name:	
Organisation Name & Address:		Organisation Name & Address:	
Telephone Number & Email Address:		Telephone Number & Email Address:	
Position Held:		Position Held:	
Your professional connection with this referee:		Your professional connection with this referee:	

References will be taken up prior to interview for short-listed candidates. Unless you are seeking your first teaching appointment, you must quote your present or most recent Principal or equivalent person. Your referees will be asked about your suitability to work with children and at least one of your referees must be able to comment on your teaching abilities. We reserve the right to approach any of your previous employers in connection with this application. References will not be accepted from relatives or from people who are responding solely in the capacity of friends of the applicant. It is your responsibility to ensure that your referees' consent to their details being provided.