



## APPLICATION FORM

*Please complete each section of this application as fully and as carefully as possible.  
Additional information may be submitted as part of the application as an attachment to the form.*

**THIS APPLICATION WILL BE TREATED IN STRICT CONFIDENCE.**

POSITION APPLIED FOR (Please Specify) \_\_\_\_\_

### ***PERSONAL DETAILS***

TITLE: (Mr/Mrs/Ms) \_\_\_\_\_

SURNAME \_\_\_\_\_ FIRST NAMES \_\_\_\_\_

PERMANENT ADDRESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ADDRESS FOR CORRESPONDENCE (If different from above)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HOME TELEPHONE No. \_\_\_\_\_ WORK TELEPHONE No. \_\_\_\_\_

MOBILE No. \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

WORK ENTITLEMENT are you permitted to work in Ireland. \_\_\_\_\_

# ACADEMIC HISTORY

## Post Primary Education

SCHOOL/COLLEGE	DATES FROM	TO	FINAL EXAMINATION SUBJECTS AND RESULTS

HIGHER EDUCATION INSTITUTION	DATES FROM	TO	FINAL EXAMINATION SUBJECTS AND RESULTS

## Academic Qualifications

DEGREE/DIPLOMA/CERT	CONFERRING YEAR BODY	GRADE AND CLASS	MAJOR SUBJECTS

**Degree/Diploma/Certificate in preparation at time of application: indicate expected Date of completion/conferring**

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**Other Qualifications: Include Memberships/Fellowships/Relevant Training Programmes**

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# EMPLOYMENT HISTORY

## Current Position

EMPLOYER	NATURE OF BUSINESS	DATE OF COMMENCEMENT	POSITION
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DESCRIPTION OF PRESENT DUTIES AND RESPONSIBILITIES

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## Current Salary, Benefits, Allowances and Pension Arrangements

SALARY

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ALLOWANCES

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OTHER BENEFITS

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## Previous Positions/Employments

DATES FROM	TO	EMPLOYER	POSITION HELD	REASON FOR LEAVING
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## ADDITIONAL INFORMATION

Please indicate the reason(s) for seeking the position applied for:

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Any other information that may help in assessing your application. Leisure time interests may be included here. (Use an additional page if necessary)

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## REFEREES

Please list three persons from whom the College may request references on your behalf; they should be such as to be able to comment in detail on your career. Applicants must include their present employer or past employer (if not currently employed).

*The College will assume permission to contact referees unless the Applicant has stated otherwise.*

NAME/POSITION HELD

NAME/POSITION HELD

NAME/POSITION HELD

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ADDRESS

ADDRESS

ADDRESS

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EMAIL \_\_\_\_\_ EMAIL \_\_\_\_\_ EMAIL \_\_\_\_\_

TEL: \_\_\_\_\_ TEL: \_\_\_\_\_ TEL: \_\_\_\_\_

## PERIOD OF NOTICE

How soon after an offer of appointment would you be in a position to take up employment? \_\_\_\_\_

## VETTING PROCEDURES

I understand and accept that the College, in order to comply with child protection regulations and guidelines, will make appropriate background checks, on all potential employees, with the relevant authorities including the Garda Síochána,

- a) Have you ever been investigated by the Gardai, Health Board or your employer in relation to substantiated complaints made concerning your treatment of children?

**Yes/No**

- b) In the event of your being recommended for appointment to this position, the Board of Management is obliged to comply with the terms of Circular 0094/2006 – *New Arrangements for the Vetting of Teaching and non-Teaching Staff*. Sections 2.1 and 2.2 of Circular 0094/2006 state that vetting will apply initially to all new staff recruited with effect from 1<sup>st</sup> September 2006 or later. New staff is defined as those who have not been employed in a recognised primary or post-primary school, in a Youthreach, VTOS, Junior Education or a Traveller Training Centre in this state at any time since 1<sup>st</sup> September 2003.

**Do you agree to be bound by the terms of this circular? Yes/No**

### ***DECLARATION***

I hereby certify that all statements given by me on this application are true and correct without omission and that any misstatement given will disqualify my application or may result in dismissal if employed by the College.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

**The completed application should be returned to:**

PA to the Headmaster: mkeane@clongowes.net