



# St Munchin's College

## Application Form - SNA Position

### OUR SCHOOL

St. Munchin's College is a Catholic Diocesan Secondary School under the patronage of the Bishop of Limerick.

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**The College motto – “Veritas in Caritate” – is taken from St. Paul:- “If we live by the truth and in love, we shall grow in all ways.”**

We see the College as a caring community, in which teachers, students and parents share the Christian ideal. We endeavour to create and sustain such a community so that each of our students can “grow in all ways” – emotionally, intellectually, morally, physically, socially and spiritually. By creating an environment which is favourable to learning, respects the dignity of each individual and actively promotes his self esteem, an environment which is committed to a just and equitable treatment for all, the College tries to ensure that its students are given an education and a value system which will enable them to become responsible members of a rapidly changing society. St. Munchin's College aims to be true to its tradition and open to new expressions of that tradition. The founding intention in 1796 centred around preparing students to study as seminaries for the Diocese. This tradition has evolved so that the College is now mindful of its role in forming leadership for the local church and wider community. St. Munchin's College intends to enable young people to be leaders – lay and ordained – in the community of faith in the Diocese of Limerick and beyond. The College wishes to pass on to its students a solid foundation and experience of faith and an understanding of the Diocese and Church in Limerick.

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**Applicant's  
Name**

Completed and Signed Application Forms should be returned **by email** to:  
[vacancies@stmunchinscollege.ie](mailto:vacancies@stmunchinscollege.ie)

**PERSONAL DETAILS:****1 Name**

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**Home Address**


**Home Tel. No.****Mobile Phone No.****E-Mail Address**


**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 Other employment experience - most recent first.**

Position	Employer/Project	Duties	Date from	Date to


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

**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

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(2) Name

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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 DECLARATION AND  
SIGNATURE

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## PLEASE READ THE NOTES & INSTRUCTIONS CAREFULLY

### Notes:

1. This form must be signed.
2. All questions must be answered.
3. Do not change the question numbers or sequence.
4. No letter of application, CV or written reference should accompany this form.
5. If you are awaiting confirmation of registration with the Teaching Council, please insert 'Pending' in the Teacher Registration Number section of this application form. Any offer of employment will be conditional on registration with the Teaching Council and subject to the satisfactory outcome of the Garda vetting process.
6. All posts are subject to meeting the needs of the school, approval by the Board of Management, the Department of Education and Skills and the Directors of Redeployment agreeing to the posts being filled following completion of the scheme.
7. Only those referees who know you in a professional capacity should be included.
8. Close relatives and friends should not be listed as referees.
9. As it is probable that referees will have to be contacted outside of school times, it is crucial that phone numbers (preferably mobile numbers) outside of working hours, are given.
10. If the current employer (where applicable) is not named as a referee, the Selection Board reserves the right to seek a reference from the current employer.
11. The Selection Board in its sole discretion will determine the suitability of any reference. The Selection Board further reserves the right to seek from a candidate the names of additional referees.
12. Completed Applications should be returned by email only on or before 16:00hrs on the date advertised to: [vacancies@stmunchinscollege.ie](mailto:vacancies@stmunchinscollege.ie)
13. The Board of Management of this school is an equal opportunities employer
14. Shortlisting of candidates may take place. Due to the volume of applications, only shortlisted candidates will receive further contact.

### Instructions on filling out this form:

1. Complete ALL sections of this form in full.

2. Once completed, save the form in Word or PDF format using your main teaching subject and name as the new file name – e.g. **Maths (Murphy, Jane)**
3. Email the form as an attachment to [vacancies@stmunchinscollege.ie](mailto:vacancies@stmunchinscollege.ie)
4. In the Subject Box of your email, **only** type the subject you are applying for – e.g. **Maths**
5. Postal applications **will not** be considered.
6. You should receive a brief acknowledgement by email within 48 hours. If you do not, please contact the school immediately at [vacancies@stmunchinscollege.ie](mailto:vacancies@stmunchinscollege.ie) Also, check your junk mail or spam folder.
7. The information that you provide on this form will be handled and stored in accordance with current Data Protection legislation. Except for the successful candidate, all records from the recruitment process will be held electronically for six months, after which time they will be permanently deleted.
8. 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.
9. No late applications will be accepted.