

Manor House School  
Watermill Road, Raheny, Dublin 5



**Please note:**

This form must be signed.  
All questions must be answered.  
Do not change the question numbers or sequence.  
No letter of application, CV or written reference should accompany this form.

**Office use only**

Date Received:

**APPLICATION FOR TEACHING POSITION**

**Teaching Post/s Applied for:**

Teacher Post Title(s)

**1. PERSONAL DETAILS**

<b>First Name:</b>	<b>Surname:</b>				
<b>Home Address:</b>	<b>Correspondence Address: (if different)</b>				
<b>Home Phone Number:</b>	<b>Mobile Phone Number:</b>				
<b>Email Address:</b>					
Are there any restrictions regarding your employment? <i>(if you answer Yes, please provide details on separate sheet)</i>					
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Do you require a Work Permit?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

# Manor House School

## Watermill Road, Raheny, Dublin 5

Are you registered with the Teaching Council? Yes  No

If YES, Teaching Council Registration Number: \_\_\_\_\_

If NO, are you eligible for registration and willing to register? \_\_\_\_\_

Please note that the successful candidate will be paid by DEY and will have to fulfil DEY conditions which include registration with the Teaching Council.

### 2. PRESENT POSITION

Please give details of your current position:		
Employer:	Address:	Job Title:
How much notice do you need to give your current employer?		

### 3. QUALIFICATIONS

3.1 Second Level Education		
Leaving Certificate/Equivalent Year _____		
School attended:		
Subject	Grade	Hons/Ord

# Manor House School

## Watermill Road, Raheny, Dublin 5

### **3.2 Primary Degrees/Diplomas:**

University/Institute/College:	
Qualification (Hons/Pass):	Awarding Body:
Year of Entry:	Year Qualified:
Subjects studied:	
First Year Subjects	Final Year Subjects

### **3.3 PGDE / HDIP / PME (Equivalent):**

University/Institute/College:	
Qualification:	Awarding Body:
Year of Entry:	Year Qualified:
Subjects studied:	

### **3.4 Post graduate Qualifications**

University/Institute/College:		
Qualification:	Awarding Body	

# Manor House School

## Watermill Road, Raheny, Dublin 5

### **3.5 In-Service Courses/Training**

List any in-service courses/training you have received. Please include dates of the relevant training and duration of these courses. Start with the most recent and work backwards.

<i>Name of Course</i>	<i>Name of Organisation/Institution running course</i>	<i>Length of Course</i>	<i>Year</i>

## **4. EMPLOYMENT HISTORY**

### **4.1 Teaching Experience**

Please provide details of your teaching experience beginning with the most recent post.

Dates (From/To)	Name & Address of School	Contract Type PWT/RPT/Part-time	If pro-rata part-time, timetabled hours per week.	Subjects Taught	Level

# Manor House School

## Watermill Road, Raheny, Dublin 5

Dates (From/To)	Name & Address of School	Contract Type PWT/RPT/Part -time	If pro-rata part-time, timetabled hours per week.	Subjects Taught	Level

### 4.2 Non-Teaching Experience (if applicable)

Please provide details of your work history beginning with the most recent post.

Dates (From/To)	Name & Address of Employer	Position held	Summary of Main Duties

# Manor House School

Watermill Road, Raheny, Dublin 5

**5.1 Suitability for the role** - Please demonstrate, using examples from your experience, how your skills, qualifications, and professional practice meet the requirements of the teaching position advertised.

**5.2 Please describe how you use digital technologies to support teaching, learning, assessment, communication, and student engagement.**

# Manor House School

Watermill Road, Raheny, Dublin 5

**5.3 Contribution to School Community and Co-Curricular Life** (Please outline how you would contribute to the wider life of the school outside your classroom teaching (e.g. clubs, sports, debating, music, pastoral care, school trips, liturgy, student wellbeing initiatives).

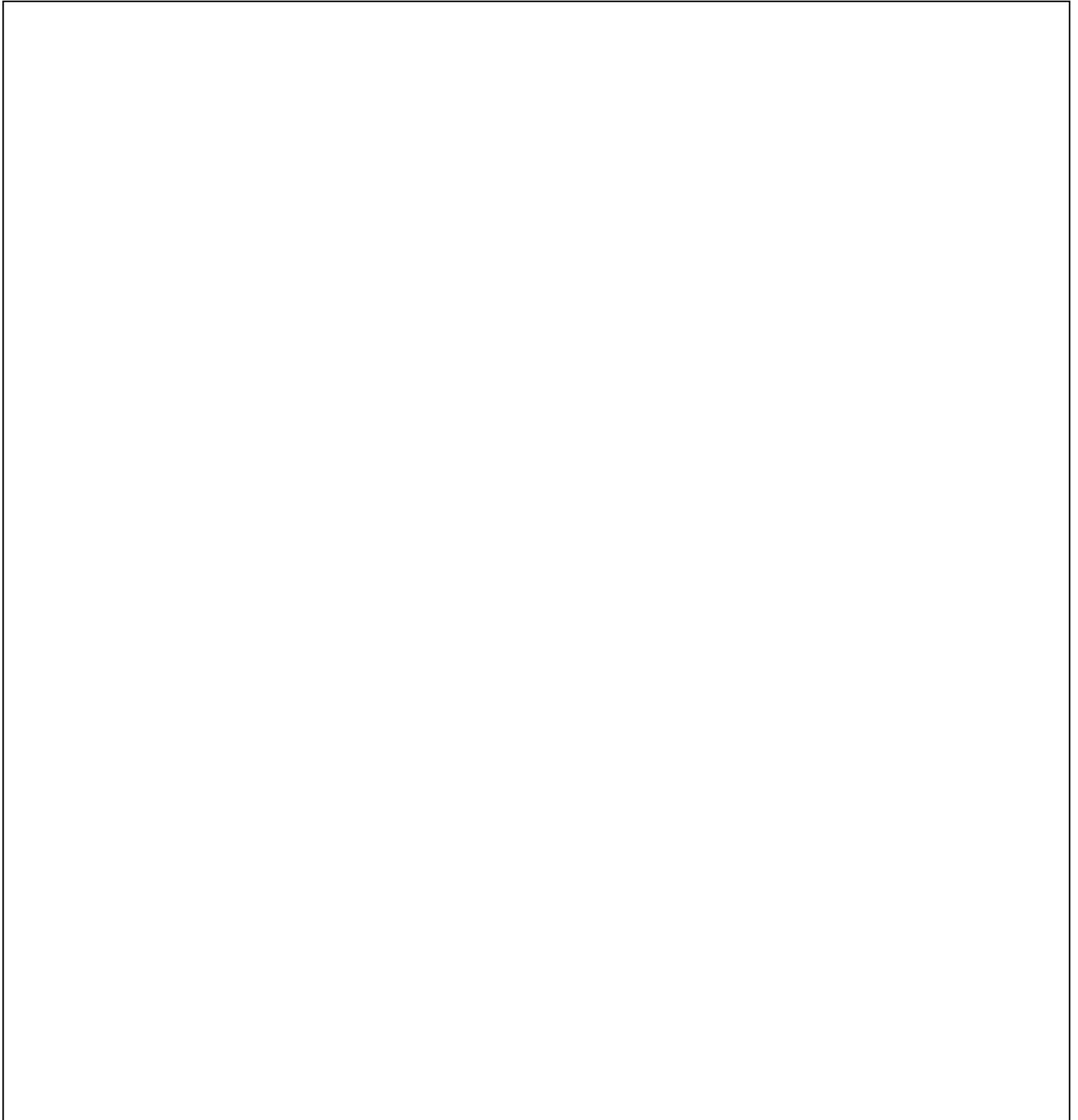
**6. Teaching Philosophy and Professional Practice** (Please outline your approach to teaching and learning, classroom practice, assessment, student engagement, and how you support student achievement and inclusion.

# Manor House School

Watermill Road, Raheny, Dublin 5

## 7. **Additional Relevant Information (Optional)**

Please include any additional information not already covered elsewhere in this application that may support your application. Please do not repeat information already provided in previous sections.



# Manor House School

## Watermill Road, Raheny, Dublin 5

### 8. REFERENCES

Please provide names, addresses and position/occupation of two people (other than relatives or friends) with knowledge of you and your work to whom professional reference can be made. One should be your current or most recent employer. *[Please note: your referees may be contacted without further communication with you and prior to selection interview if shortlisted for interview].*

**Present or most recent employer:**

Name & Title:	Position Held:	Telephone/Mobile:	Email:
<b>Full address:</b>			

**Other referee:**

Name & Title:	Position Held:	Telephone/Mobile:	Email:
<b>Full address:</b>			

### 8. DECLARATION AND SIGNATURE

If recommended for this position, the Board of Management must comply with current DEY Circular Letters.

A vetting disclosure from the Teaching Council/Vetting Bureau must be provided before any offer of employment can be confirmed. The Board of Management reserves the right to withdraw an offer if satisfactory vetting is not received and cannot enter into a Contract of Employment without it.

By signing below, you consent to the release of your vetting disclosure to the school in accordance with Circular Letter 31/2016.

You also confirm that all information provided in this application is accurate and true. The Selection Committee may verify any details supplied. Providing false, misleading, or incomplete information may result in disqualification or dismissal.

I declare that the information supplied in this application form is accurate and true.

\_\_\_\_\_

Signed \_\_\_\_\_  
Date

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Completed Application forms should be returned by email to [principal@manorhouseschool.com](mailto:principal@manorhouseschool.com) by 4pm on Thursday 4<sup>th</sup> June. Applications received after this will not be considered.

**PLEASE NOTE:**

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, subject to the satisfactory outcome of the Garda Vetting Process, satisfactory references and the post not being required for the redeployment process.**

**Interviews date Monday 8<sup>th</sup> June**