Scoil na Tríonóide Naofa, Doon, Co. Limerick

Job Application Form

This teaching post is funded by monies from the Oireachtas and is subject to department approval.

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Notes on the completion of this form

- *Completed application forms will only be accepted by post. No CV's, only this official application form, will be considered as valid for this competition.*
- *Please note that applicants who wish to be considered for more than one post advertised by this school, must complete a separate application form in respect of each post.*
- *All sections of the application form must be fully completed giving as much detail as possible of your skills and experience relating to this post application as shortlisting will be based on the information gathered from this form.*
- *The Board of Management of this school is an equal opportunities employer.*
- *Only short-listed candidates will be contacted.*
- *Exact specification of contracted hours granted will depend on timetable needs. This includes the exact number of hours given and the combination of subjects.*
- *An email copy is sufficient for application, please include a digital signature.*
- ***Please post the completed form to*** Principal, Scoil na Tríonóide Naofa ***by 5.00p.m. on date specified in Advertisement***

1. **POST BEING APPLIED FOR:**

2. **PERSONAL DETAILS**

Details	
Name	
Address	
Telephone	
Email	

Teaching Council Registration Details [1]	
Are you registered with the Teaching Council?	**YES:** **NO:**
What is your Teaching Registration Council number?	
What sectors are you registered for?	
Please list your subjects registered with the Teaching Council	**List:**

[1] Please note that Scoil na Tríonóide Naofa is a Droichead school for the purposes of the registration process.

3. EDUCATION RECORD

My Third Level Qualifications are:

Dates	**College**	**Course details** *(subjects each year – specify final year subjects)*	**Final year – Degree result** *(ie 1.1, 2.1 etc)*

My Teacher Education Qualifications are:

Dates	College	Examination – overall result of qualification	Teaching practice result in final placement

Additional Professional Qualifications (Certificates/Diplomas or Training).

Other Qualifications held	Course Title	Year of Award	Pass or Honours	College

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) *(Please state hours per week)*	Nature of work including subjects & levels taught

4. Extra-curricular activities in which you have been and/or would be prepared to be involved?

Please outline:

5. Any other relevant information: please indicate hobbies, interests and skills and involvement in any voluntary or community organisations.

Please outline:

Please note that skills and experience acquired outside of work can sometimes be just as relevant as those gained in work.

6. **KEY SKILLS**

Do you see any skills that are specific to the teaching of the advertised position?

Please comment on Subject Knowledge, teaching competence, classroom management, interpersonal skills, ICT skills in teaching and any other area you see as relevant.

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7. **Pastoral Role**

Comment on the pastoral role of a teacher in a modern Secondary School?

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8. ETHOS

I understand that Scoil na Tríonóide Naofa 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 CEIST Charter as available on line at **http://www.ceist.ie**

Yes: ☐ No: ☐

In what way might you, as a subject teacher, contribute to sustaining the Catholic ethos of Scoil na Tríonóide Naofa?

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9. 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.

9.1 Have you been investigated by the Gardaí, HSE, or your employer in relation to substantiated complaints made concerning your treatment of children?

Yes: ☐ No: ☐

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

Yes: ☐ No: ☐

9.3 Are you aware of any material circumstance in respect of your own conduct which touched/touches on the welfare of a minor?

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 9.1, 9.2 and 9.3 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.

HAVE YOU COMPLETED THE TUSLA CHILD FIRST TRAINING
PLEASE TICK

Yes: ☐ No: ☐

10. REFERENCES

1st Referee		**2nd Referee**	
Name:		**Name:**	
Organisation Name & Address:		**Organisation Name & Address:**	
Telephone No./Ext & Email Address:		**Telephone No./Ext & 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.

11. DECLARATION

Please read before signing this application form

- I declare that the information I have provided is true and accurate and that I have not omitted any material facts. I accept that the offer of employment is conditional on the provision by me of true, accurate information with no material omissions.
- I give my consent to Scoil na Tríonóide Naofa in making such reasonable enquiries as it sees fit in respect of my application.
- The accuracy of information provided may be checked with other organisations. Scoil na Tríonóide Naofa may obtain from or provide information to third parties for the purposes of the detection and prevention of crime.
- I accept that once I have commenced employment, Scoil na Tríonóide Naofa will be entitled to terminate my contract without notice or withdraw the offer of employment if information in this application is untrue or inaccurate or if there are material ommissions from the application.
- I understand that the data obtained in this application form is obtained for the specified purpose of the advertised competition for which I have applied and will be used for the purpose of the competition advertised.

- If my application for employment is unsuccessful, Scoil na Tríonóide Naofa will hold my data on file for 6 (six) months after the end of the relevant recruitment process. I agree to allow my personal data to be kept on file for a further 6 (six) months for consideration for future employment opportunities in the school

- At the end of that period my data is deleted or destroyed in complaince with this school's Data Protection Policy.

Signature of Applicant…… Date……