



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.

Please enclose your CV with this application form with details of your education, academic qualifications and employment history.

THIS APPLICATION WILL BE TREATED IN STRICT CONFIDENCE.

POSITION APPLIED FOR (Please Specify) _____

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. _____

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

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

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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PERIOD OF NOTICE

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

CHILD SAFEGUARDING AND 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) Were you ever the subject of an inquiry by Tusla/ the HSE concerning a child welfare matter?

Yes/No

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

Yes/No

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

Yes/No

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

Yes/No

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 0031/2016 which sets out new statutory vetting requirements in respect of all types of appointment of any duration including full time, part time, and substitute positions. No new employee can commence employment with CWC unless all vetting disclosures are confirmed and cleared.

Do you agree to be bound by the terms of this circular?

Yes/No

Please note that it is a fundamental term of your employment that you make appropriate full disclosure in respect of the questions outlined above, and a fundamental term will be included in any future contract of employment to this effect.

You should also note that if the school is satisfied, in the future, that you have made incomplete or inaccurate disclosure, you may face disciplinary action, up to and including dismissal.

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 Health, 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.

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: