



St Mary's Holy Faith Secondary School Killester, Dublin 5

APPLICATION FORM FOR TEACHING POST

Forms should be typed and returned by email to the school at applications@hfk.ie by the stated closing date on the advertisement. Please note which position you are applying for. Please do **not submit a CV or any other document(s) other than those requested with this Application Form.**

Position you are applying for:	
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Name:	
Postal Address:	
Email:	
Telephone Contact Details:	
Teaching Council Registration Number	
Teaching Council Registration Renewal Date	
Teaching Council Qualified Subjects to teach	

EDUCATION RECORD
Third Level Qualifications:

Award (Degree, Diploma, etc.)	Year of Award	Grade Awarded				Name of Third Level Institution attended.
		Pass	Honours			
			2.2	2.1	1st	
(a)						
(b)						
(c)						

Length of Course(s) (a) _____ (b) _____ (c) _____

Subjects Taken in Course(s) and Examinations:

PRIMARY DEGREE	
First Year:	
Second Year:	
Other Year(s):	
Final Year:	

Teaching Qualification(s) & Other Relevant Qualifications

Teaching Qualification (H. Dip.Ed/PGDE/PME or recognised equivalent)	Year of Award	Full-time	Part-time	Grade Awarded Please tick				Name of Third Level Institution attended.
				PASS	HONOU RS			
					2:2	2:1	1st	
Name of Qualification: <input type="text"/>								
Teaching Practice Result Result: <input type="text"/>								
Other Relevant Qualifications								

IN-SERVICE COURSES / CPD

List any courses/CPD you have undertaken

In-Service/CPD (details, title, etc.)	Date(s) from/to	Certification Yes/No Details if yes

EMPLOYMENT RECORD

Teaching Experience

Please begin with your present or more recent employment

NAME & ADDRESS OF SCHOOL	DATE		<u>CONTRACT TYPE</u> PWT / FT / PART-TIME	Number of timetabled hours per week	SUBJECTS TAUGHT	LEVEL
	FROM	TO				

Non-Teaching Experience

Please begin with your present or more recent employment

NAME & ADDRESS OF EMPLOYER	DATE		POSITION HELD	SUMMARY OF MAIN DUTIES
	FROM	TO		

SUPPORTING STATEMENT (maximum 1x A4, font size 12)

This section is for you to provide a summary of your teaching experience (teaching profile), your approach to teaching and any extra-curricular activities you have organised and are willing to promote.

ADDITIONAL INFORMATION (200 words max.)

VETTING

If this section is not completed, your application will not be considered for processing.

Have you been Garda-vetted? YES NO

If yes, please quote vetting number: _____

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

YES NO Place an X in the relevant box

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

Are there any restrictions on your right to work in this country? YES NO

If yes, please give details

REFERENCES

Please supply **two** signed professional references with this application, and the names, addresses and position/occupation of the two referees below. 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.

Name:	Full Address:
Position/Job Title:	
Tel/Mobile:	
	Email:
Name:	Full Address:
Position/Job Title:	
Tel/Mobile:	
	Email:

DECLARATION AND SIGNATURE

- Please **sign** the form below, certifying that all information you have provided is accurate and true.
- The selection committee may wish to check any of the details you have provided
- Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.

I certify to the Board of Management of St Mary’s Secondary School that the information provided in this application is true and correct.

Signature of Applicant	
Date	

- The Board of Management of this school is an equal opportunities employer
- Short listing of candidates may take place and only shortlisted candidates will be contacted.
- If you are awaiting confirmation of registration with the Teaching Council, please insert ‘Pending’ in the teacher registration number section of this form
- Any offer of employment will be conditional on current registration with the Teaching Council and subject to Garda vetting procedures.
- Positions are subject to sanctioning by the Department of Education and Skills.

**Please return to:
The Secretary, Board of Management,
St Mary’s Holy Faith Secondary School
Brookwood Meadow, Killester, Dublin 5
applications@hfk.ie**