

Sacred Heart Secondary School Teaching Position Application Form 2021

**Teaching Subject(s)
applied for:**

Thank you for you for considering applying for a teaching position that may arise in Sacred Heart Secondary School.

1. Saving your own copy of this document will allow you time to consider the various questions at length. You don't need to complete this form in one sitting.
2. Ensure that you complete ALL sections of this form in full.
3. Once completed, save the form in PDF format using your main teaching subject and name as the new file name - e.g. FrenchJoBloggs, MathsFrankSmith, etc. **If your application is not saved in this way, it will not be considered.**
4. Email the form as an attachment to recruitment@sacredheartclonakilty.ie. Postal applications will not be considered. Closing date for applications is Friday 6th August 2021.
5. You should receive a brief acknowledgement by email on Monday 9th August 2021. If you do not, please check your junk mail or spam folder. If there is still no evidence of an acknowledgement, please contact the School by phone immediately.
6. The information that you provide on this form will be handled and stored in accordance with current Data Protection legislation and our Data Protection policies. Policies are available for download on www.sacredheartclonakilty.ie. Except for the successful candidate, all records from the recruitment process will be held electronically for eighteen months, after which time they will be permanently deleted.

SECTION A

Name:	
Contact Address:	
Phone Number:	
Email Address:	

SECTION B Educational Qualifications

1 POST-PRIMARY

School(s) Attended	From	To	Leaving Cert (or equivalent) Subjects, Levels and Grades obtained

2 THIRD-LEVEL (UNDERGRAD & POSTGRAD) QUALIFICATIONS

Academic Institution Attended	From	To	Award/Qualification obtained (e.g. 2.1 Honours B.Sc. degree)	Main Degree/Diploma Subjects

3 CONTINUOUS PROFESSIONAL DEVELOPMENT

Please list any in-service or other training courses you have attended, giving details of the organization running the training, along with the dates and duration of the course. Please give details of membership of any professional associations.

SECTION C Teaching and Other Relevant Experience

1 Please list any relevant experience (start with the most recent and work backwards). In the case of teaching experience, please indicate whether the position was Permanent Wholetime (PWT), Temporary Wholetime (TWT) or Parttime (PT).

From	To	School/Employer	Position (PWT, TWT, etc)	Subjects & Other Teaching Responsibilities (extra duties, posts of responsibility, etc)

2 Outline briefly your three greatest achievements in your teaching career to date

3 In your subject, or in Irish education in general, what curricular developments excite you, or what developments would you like to see?

4 How have you used ICT in the past and/or how would you like to see it supporting the curriculum in Sacred Heart Secondary School?

5 How would your students describe your teaching style?

SECTION D **Extra-Curricular Interests**

- 1** List, with outline dates, any extra-curricular activities in which you are, or have been, involved in your teaching career.

- 2** What are your own major hobbies, interests and achievements?

- 3** Sacred Heart has a proud tradition for its wide range of extra-curricular activities. What extra-curricular activities would you be willing to organise and lead?

SECTION E Sacred Heart Secondary School

1. How would YOU be able to support and promote the characteristic spirit and ethos of this CEIST School?

2. If there is anything further you wish to add concerning the contribution you could make to Sacred Heart Secondary School, please include it here.

SECTION F Referees

Please give details of two people from whom professional references about your suitability for the job can be obtained. It is recommended, but not essential, that one of these should be linked to your current, or most recent, teaching experience. We reserve the right to seek alternative references during the processing of your application.

Name	
Title/Occupation	
Address	
Daytime Telephone	
Mobile Phone	

Name	
Title/Occupation	
Address	
Daytime Telephone	
Mobile Phone	

SECTION G Declarations

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

Child Protection

In the event of you being recommended for appointment to this position the Board of Management is obliged to comply with the terms of all Child Protection legislation and procedures. The Board of Management's policy is that all newly appointed teachers and support staff will be vetted and that the outcome of the vetting will be considered in the light of the School's Vetting Policy. This applies irrespective of whether the individual has been previously vetted or not.

1. Have you ever been investigated by the Gardai, HSE, or an employer in relation to substantiated complaints made concerning your treatment of children? (Yes/No)

2. Have you ever been the subject of any allegation of criminal conduct or wrongdoing towards a minor? (Yes/No)

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 you 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 G.1, G.2 & G.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.

Teaching Council Registration

1. Will you be registered with the Teaching Council by September 2021? (Yes/No)

2. If currently registered, Teaching Council Registration Number:

3. ***Please list your subjects registered with the Teaching Council:***

Authenticity of this application

1. I certify that the information provided herewith is true and correct. (Yes/No)
2. I understand that should any of the information provided in this application be found to be false or inaccurate in any material way, the Board of Management reserves the right to disqualify this application or withdraw any offer of employment made. I also note that if the Board of Management finds in the future, that I have made an incomplete or inaccurate disclosure, I may face disciplinary action, up to and including dismissal.

Signature of Applicant _____

Date _____

The Board of Management of this school is an equal opportunity employer.
Shortlisting of candidates may take place.

Please return to recruitment@sacredheartclonakilty.ie.