



**Loreto Secondary School
St Michael's
Navan Co Meath**

Application for Teaching Position

Subject Area(s):

Please send the application form by email only to:

**Andrea Finlay-Kajic
afinlaykajic@loretonavan.ie**

Written references **may** be included with your application.

1.

Applicant's Personal Details	
Name :	
Correspondence address:	Mobile phone no. Email address:

2.

Are you registered with the teaching council?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, Teaching Council Registration No.	
Teaching Council Registration Subjects :	

2.1

Details of Academic Qualifications		
2 nd Level Education	School :	
Leaving Certificate Results	Year:	
Subject	Grade	Higher/ordinary
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

2.2

Third Level				
Qualification	Grade	Awarding University, College or Institute	Length of Course	Date of Award

2.3

Additional Qualifications , e.g. ICT		
College(s)	Qualifications & Year	Modules studied

3.

Other Relevant, Non-Accredited Courses (most recent first)

4.

Teaching Experience (most recent first) If newly qualified, please go to next page			
Name and Address of School	Dates	Subjects Taught	Levels Taught

If newly qualified, please insert teaching practice grades (most recent first)

Name and Address of School	Dates	Subject Taught	Levels Taught	Grade

5.

Posts of Responsibility (If any) (most recent first)		
Name of School	Position Held	Dates

6.

Other Relevant Experience (most recent first)	
Dates	Details

7.

Areas of Special Interest – Curricular/Co-curricular
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Area	Expertise/Experience, etc.

8.

Please indicate how you think your experience/skills can assist in this particular post (not more than 150 words)

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9.

Please indicate how you think you can contribute to the ethos and success of Loreto Secondary School Navan (not more than 150 words)

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10.

Additional information (not already mentioned) to support your application. (not more than 150 words)

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11.

School Ethos

The Board of Management wishes to declare that all applications are accepted on the understanding that the candidate has read and supports the Loreto ethos and is prepared to accept that ethos when working in Loreto Secondary School Navan.

12.

Vetting Declaration

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

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

Yes

☐

No

☐

Place an X in the relevant box

12.2 Were you the subject of any allegation of criminal conduct or wrong doing towards a minor?

Yes

☐

No

☐

Place an X in the relevant box

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

Yes

☐

No

☐

Place an X in the relevant box

Please note that it is a fundamental term of your employment that you make appropriate full disclosure in respect of the questions outlined above. You should also note that if the school is satisfied, in the future, that you have made an 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 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.
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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 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 in respect of appointments to teaching posts where the person is not currently an employee of the school and applies irrespective of whether the individual has been previously vetted or not.

13.

Names and Contact Details of Referees (both of whom must know you in a professional capacity)			
Referee 1		Referee 1	
Professional Reference 1		Professional Reference 2	
Name		Name	
Address		Address	
Work Tel. No.		Work Tel. No.	
Home Tel. No.		Home Tel. No.	
Mobile No.		Mobile No.	
Relationship to you		Relationship to you	

Declaration

I hereby declare that all particulars furnished on this application form are true and correct.

Signature: _____ Date: _____

N.B.

- 1. *The Board of Management is an equal opportunities employer.***
- 2. *Shortlisting of candidates may take place.***