

**Please note:**

This form must be signed.

**All questions must be answered and typed.**

Do not change the question numbers or sequence.

**Office use only**

*Date Received:*



Newpark  
Comprehensive School  
Scoil Chaimisteach  
Na Páirce Nua

**NEWPARK COMPREHENSIVE SCHOOL**

**APPLICATION FOR TEACHING POSITION: \_\_\_\_\_**

**1. PERSONAL DETAILS**

|                                                                                                        |                                               |
|--------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| <b>First Name:</b>                                                                                     | <b>Surname:</b>                               |
|                                                                                                        |                                               |
| <b>Home Address:</b>                                                                                   | <b>Correspondence Address: (if different)</b> |
|                                                                                                        |                                               |
| <b>Home Phone Number:</b>                                                                              | <b>Mobile Phone Number:</b>                   |
|                                                                                                        |                                               |
| <b>Email Address:</b>                                                                                  |                                               |
| Are you registered with the Teaching Council? Yes <input type="checkbox"/> No <input type="checkbox"/> |                                               |
| If YES, Teaching Council <b>Registration Number:</b><br><b>Please enclose Proof of Registration</b>    |                                               |
| Teaching Council subjects:                                                                             |                                               |
| Are you Garda Vetted: Yes/No                                                                           |                                               |

## 2. PRESENT POSITION

|                                                            |          |            |
|------------------------------------------------------------|----------|------------|
| Please give details of your current position:              |          |            |
| Employer:                                                  | Address: | Job Title: |
|                                                            |          |            |
| How much notice do you need to give your current employer? |          |            |

## 3. QUALIFICATIONS

|                                               |                     |
|-----------------------------------------------|---------------------|
| <b>3.1 Primary Degrees/Diplomas:</b>          |                     |
| University/Institute/College (Awarding Body): |                     |
| Qualification Title:                          | Level of Award:     |
| Year of Entry & Year Qualified:               | Final Grade or GPA: |
| Subjects studied:                             |                     |
| First Year Subjects                           | Final Year Subjects |
|                                               |                     |
|                                               |                     |
|                                               |                     |

|                                               |                     |
|-----------------------------------------------|---------------------|
| <b>3.2 PME/PGDE/HDIP/Equivalent):</b>         |                     |
| University/Institute/College (Awarding Body): |                     |
| Qualification Title:                          | Level of Award:     |
| Year of Entry & Year Qualified:               | Final Grade or GPA: |
| Subjects studied:                             |                     |
|                                               |                     |
|                                               |                     |
|                                               |                     |

### **3.4 Post-graduate Qualifications**

|                                               |                     |  |
|-----------------------------------------------|---------------------|--|
| University/Institute/College (Awarding Body): |                     |  |
| Qualification Title:                          | Level of Award:     |  |
| Year of Entry & Year Qualified:               | Final Grade or GPA: |  |
| Subjects studied:                             |                     |  |
|                                               |                     |  |
|                                               |                     |  |
|                                               |                     |  |

### **3.5 In-Service Courses/CPD/Training**

List any in-service courses/training you have received. Please include dates of the relevant training and duration of these courses. Start with the most recent and work backwards.

| <i><b>Name of Course</b></i> | <i><b>Name of Organisation/Institution running course</b></i> | <i><b>Length of Course</b></i> | <i><b>Year</b></i> |
|------------------------------|---------------------------------------------------------------|--------------------------------|--------------------|
|                              |                                                               |                                |                    |
|                              |                                                               |                                |                    |
|                              |                                                               |                                |                    |
|                              |                                                               |                                |                    |

## **4. EMPLOYMENT HISTORY**

### **4.1 Teaching Experience**

Please provide details of your teaching experience beginning with the most recent post.

| Dates (From/To) | Name & Address of School | Contract Type PWT/RPT/Part-time | If pro-rata part-time, timetabled hours per week. | Subjects Taught | Level |
|-----------------|--------------------------|---------------------------------|---------------------------------------------------|-----------------|-------|
|                 |                          |                                 |                                                   |                 |       |
|                 |                          |                                 |                                                   |                 |       |
|                 |                          |                                 |                                                   |                 |       |
|                 |                          |                                 |                                                   |                 |       |

#### **4.2 Classroom competency/Learner Experiences/Student Outcomes**

Describe how you select and use planning, preparation and assessment practices to progress students' learning. Give two classroom examples that illustrate this from your career to date. (300 words max)

#### **4.3 Collaborative Practice**

Describe how you worked with colleagues to devise learning opportunities for students? Give an example when collaborative practice was effective. (300 words max)

#### **4.4 List Co-curricular and Extra-Curricular Activities in which you have been involved in and would like to promote (300 words max):**

## 5. SUPPORTING STATEMENT

5.1 Use this space to include any extra information which you feel is relevant to the position to support your application. (300 words max)

## 6. REFERENCES

Please provide names, addresses and position/occupation of two people (other than relatives or friends) with knowledge of you and your work to whom professional reference can be made. 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].*

### **Present or most recent employer:**

| Name:         | Position Held: | Telephone/Mobile: | Email: |
|---------------|----------------|-------------------|--------|
|               |                |                   |        |
| Full address: |                |                   |        |
|               |                |                   |        |

### **Other referee:**

| Name:         | Position Held: | Telephone/Mobile: | Email: |
|---------------|----------------|-------------------|--------|
|               |                |                   |        |
| Full address: |                |                   |        |
|               |                |                   |        |

## 7. DECLARATION AND SIGNATURE

In the event of you being recommended for this position, the Board of Management is obliged to comply with the terms of current DE circular letters.

If you are recommended for this position, a vetting disclosure must be made available to the Secretary to the Board of Management when the offer of employment is being made. The Board of Management may withdraw an offer of employment if a satisfactory vetting disclosure is not made available.

The Board of Management cannot enter into a Contract of Employment without first receiving a vetting disclosure.

By signing below, you consent to a vetting disclosure, received by the Teaching Council from the Vetting Bureau, being made available to the school in accordance with the requirements of Circular Letter 31/2016.

You are also required to sign the declaration below certifying that all information you have provided is accurate. 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.

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 declare that the information supplied in this application form is accurate and true.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

Completed Applications should be returned by email only by **as per advertisement(s) online** for the attention of:

Secretary, Board of Management, Newpark Comprehensive School

Email: [recruitment@newparkschool.ie](mailto:recruitment@newparkschool.ie) with subject field: *Your name/Main subjects* (e.g. 'Josephine Bloggs/English and History')

All applicants should note that the Board of Management reserves the right to shortlist applicants on agreed predetermined criteria.

The Board of Management will not be acknowledging receipt of completed applications forms but will notify each applicant of the success or not of their application by email.

**PLEASE NOTE: If you are awaiting confirmation of registration with the Teaching Council, please insert 'Pending' in the Teacher Registration Number section of this Application Form. Any offer of employment will be conditional on registration with the Teaching Council and subject to the provision of a vetting disclosure from the National Vetting Bureau and satisfactory references.**