

# Presentation Secondary School, Castleisland, Co. Kerry

## Special Needs Assistant - Job Application Form



**This SNA post is funded by monies from the Oireachtas and is subject to department approval.**

### **Notes on the completion of this form**

- *Completed application forms will **only be accepted by email** to [info@presentationcastleisland.ie](mailto:info@presentationcastleisland.ie). No CV's, only this official application form, will be considered as valid for this competition.*
- *All sections of the application form must be fully completed giving as much detail as possible of your skills and experience relating to this post application as shortlisting will be based on the information gathered from this form.*
- *The Board of Management of this school is an equal opportunities employer.*
- *Only shortlisted candidates will be contacted.*

# Application for Special Needs Assistant Post in Presentation Secondary School, Castleisland, Co. Kerry

## 1) Personal Details

<b>Name</b>	
<b>Address</b> (Including Eircode)	
<b>Telephone</b>	
<b>Email</b>	

## 2) Education Qualifications (most recent first)

<b>Qualification</b>	<b>College / Course</b>	<b>Qualification Level</b> (Level 5/6/7/8)	<b>Result &amp; Year of Award</b>

**3) Other Qualifications/Courses**

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**4) SNA Experience** (most recent first. Please state if you have had any experience in a Special Class setting)

<b>School Name</b>	<b>Address</b>	<b>Duties</b>	<b>Dates (From – To)</b>

**5) Other Employment History (most recent first)**

**6) What qualities & skills will you bring to this post?**

**7) Please outline your understanding of the role of a Special Needs Assistant.**

**8) Any other relevant information:**

*Please note that skills and experience acquired outside of work can sometimes be just as relevant as those gained in work.*

## 9) Personal Declaration (Child Protection & Vetting):

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

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

YES  NO

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

YES  NO

9.3 Are you aware of any material circumstance in respect of your own conduct which impacts 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 Education and Youth, 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 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 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 9.1, 9.2 and 9.3 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.

**10) Please supply the details of two referees.**

**a) Reference 1**

**Name:**

**Position/Role:**

**Address:**

**Telephone:**

**b) Reference 2**

**Name:**

**Position/Role:**

**Address:**

**Telephone:**

I certify to the Board of Management that the information provided in this application is true and correct.

**Signature of Applicant..... Date.....**