



# PRESENTATION SECONDARY SCHOOL, MITCHELSTOWN, CO. CORK

## APPLICATION FORM FOR TEACHING POST

Career Guidance Teacher (12 hours Fixed Term)

**DELETION OF ANY FIELD WILL INVALIDATE THIS APPLICATION**

Education posts ID number \_\_\_\_\_

**Subject(s):**

This is a teaching post funded by monies from the Oireachtas.

Details	
Name	
Address	
Telephone	
Email	

Teaching Council Registration Details	
Are you registered with the Teaching Council?	
What is your Teaching Registration Council number?	
If yes, please indicate Route	
Please list your subjects registered with the Teaching Council	

1. Education Record

Third Level Qualifications:

(Please start with the most recent and include undergraduate and post-graduate qualifications)

Dates:	Awarding University, College or Institute	Qualification	Result

**Postgraduate/Masters in Education**

Dates	College	Degree Subjects	Pass/Hons

**1. Additional Professional Qualifications (Certificates/Diplomas or Training)**

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**2. Teaching experience to-date: Please start with most recent and indicate if you are including teaching practice**

Dates: From – to:	Subjects taught and to what level	No of teaching hours	School/College/ Organisation	Contract Type

**3. What qualities do you bring to this post (max 150 words)**

**4. Extra-curricular activities in which you have been and/or would be prepared to be involved?**

**Please outline:**

**Extra-curricular activities have been involved in:**

**Extra-curricular activities I would be prepared to be involved in:**

**Have you a skill or expertise, outside of teaching, that may lend itself to delivering a module / short course in Transition Year, LCA or Junior Cycle?**

**5. Presentation Secondary School is a Catholic School under the Trusteeship of CEIST. Please indicate how you think you can contribute to the ethos and success of the school (Max 150 words).**

**Any other relevant information (not already mentioned) that may support your application:**

**Please outline:**

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

## 6. PERSONAL DECLARATION:

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

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

YES [ ] NO [ ]

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

YES [ ] NO [ ]

(6.3) 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 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 6.1, 6.2 and 6.3 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.

**7. Please supply the names and addresses of two referees,**

*(One of whom should know you in a professional capacity and the other to be in a position to provide a character reference for you.)*

NAMES & CONTACT DETAILS OF REFEREES*			
Referee 1		Referee 2	
Name		Name	
Role		Role	
How do you know them?		How do you know them?	
Address		Address	
Work Tel Number		Work Tel Number	
Mobile No.		Mobile No.	

**Please Note:**

1. Close relatives and friends **should not** be listed as referees.
2. As it is probable that referees will have to be contacted outside of school times, it is crucial that phone numbers (preferably mobile numbers) outside of working hours, are given.
3. If the current employer (*where applicable*) is not named as a referee, the Interview Board reserves the right to seek a reference from the current employer.
4. The Interview Board in its sole discretion will determine the suitability of any reference. The Interview Board further reserves the right to seek from a candidate the names of additional referees.

I hereby declare that all the particulars furnished on this Application Form are true and correct to the best of my knowledge and that I am aware of the qualifications, requirements and particulars for this post, as set out in the advertisement and other relevant documentation.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- The Board of Management of this school is an equal opportunities employer.
- Canvassing will disqualify.
- Shortlisting of candidates may apply.

**Please return to:**

[recruitment@presmitchelstown.ie](mailto:recruitment@presmitchelstown.ie)

**Completed applications forms should be forwarded by email only**  
***Closing date for receipt of applications is Tuesday, June 2<sup>nd</sup> 2026***