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APPLICATION FORM FOR POST OF

Principal

Coláiste Muire - Réalt na Mara
Crosshaven,
County Cork.

Name of Applicant: _____

THIS FORM PLUS FIVE COPIES (TOTAL 6) must be returned by POST ONLY to:

The Chairperson,
Coláiste Muire - Réalt na Mara,
Crosshaven,
County Cork.

Applications received after 12.00 PM on 14/11/2018 will not be considered. You should retain proof of postage and mark the outside of the envelope clearly "APPLICATION".

Interviews are likely to take place in week beginning November 26th 2018

This form and all copies must be signed. All questions must be answered.

Do not change the question numbers, sequence or layout.

This Application Form must be typed in Arial font size 12.

The total number of pages (including this cover sheet) must not exceed 15.

No letter of application or CV should accompany this form.

[Type text]

[Type text]

Coláiste Muire - Réalt na Mara, Crosshaven, County Cork

1. Personal

Full Name:

Full Address:

Telephone:

Mobile Number:

Email:

Present Position and where employed:

Do you have five years qualified teaching experience as per Circular 04/98

YES

NO

Place an X in the relevant box

Teaching Council Registration No:

If you have no number- : Are you eligible for registration and willing to register?

YES

NO

Place an X in the relevant box

If No: Please give details:

[Please note that the successful candidate will be paid by the Department of Education & Skills (DES) and will have to fulfil DES conditions, which include registration with the Teaching Council.]

2. QUALIFICATIONS

Institution:	Primary Degrees/Diplomas Subjects	Degrees (Pass/Hons):	Year of Graduation:

[Type text]

[Type text]

Insert further rows as required.

2. Qualifications cont.

Post Graduate Degrees/Diplomas (Pass/Hons):

Institution:	Qualification Subjects Studied	Year of Entry:	Year of Graduation:

Insert further rows as required.

3. Professional Management/Leadership Development

3.1 List any management/leadership courses not included in Section 2 above. Please include dates of the relevant training and duration of these courses as well as additional qualifications. (Start with the most recent and work backwards)

Name of Course	Name of Organisation/Institution running course	Duration	Date(s)

[Type text]

[Type text]

3.2 What key skills and knowledge have you developed as a result of these courses and courses listed in Section 2 above that are relevant to this post?

4. Teaching and Other Relevant Experience

For all the following sections please start with the most recent and work backwards and leave no gaps in 4.1.

4.1 Employment: Please indicate whether the position was wholetime (w) or part-time (p).

Dates From	Dates To	Position & W or P	School or other Institution	Responsibilities

[Type text]

[Type text]

4.2 Post (s) of Responsibility or Equivalent: Please indicate also if the post was Department paid (DES) school paid (SP) or voluntary (V).

Dates From	Dates To	Position P, DP, AP, SD, PC, DES, SP or V*	School or other Institution	Responsibilities

*P = Principal, DP = Deputy Principal, AP = Assistant Principal Post ; SD = Special Duty Post; PC= Programme Coordinator.

DES = Department paid; SP = School-paid post; V= Voluntary post.

4.3 List, with outline dates, any extra-curricular activities in which you are or have been involved:

4.4 Other Relevant Experience (i.e. Social/Business)

Dates From	Dates To	Position	Organisation	Responsibilities

4.5 Outline briefly your three greatest achievements with respect to all of Section 4:

[Type text]

[Type text]

4.6 What aspects of your recent experience have prepared you for the role of Principal?

5. Role and Function of Principal

A number of key competencies have been identified as being essential for the effective performance of the role and function of Principal:

- A. Leadership of a Faith School.**
- B. Leadership of Learning & Teaching**
- C. Organisational Management & Administration**
- D. Strategic Planning**
- E. Self-Awareness & Self-Management Skills.**
- F. Relationship Management & Interpersonal Skills**

Each competency is defined in the accompanying documentation. Where you are required to provide an example of where you have displayed a particular competency, your example may be drawn from your experience in various settings including professional, social, sporting or voluntary.

5A Leadership of a Faith School

- *Outline **ONE** example of how and where you have demonstrated an understanding of the school's characteristic spirit, its tradition, ethos and founding intention as expressed in core documents and a knowledge of how this relates to and is relevant for the lives of students and teaching staff and for the overall curriculum, culture and climate of the school.*

[Type text]

[Type text]

5B. Leadership of Learning & Teaching.

- *Outline **ONE** example of how and where you have demonstrated an understanding and support for the achievement of high educational standards through an on-going evaluation of the school's curriculum, formal and informal*

5C. Organisational, Management & Administration Skills.

- *Outline **ONE** example of how and where you have displayed an understanding of the need to monitor the needs of the school in a changing educational environment and demonstrated experience and/or capacity to develop and implement plans in collaboration with the school partners to meet these changing needs*

5D Strategic Planning Skills.

- *Outline **ONE** example of how and where you have demonstrated a willingness and capacity to assist in developing strategies for the future and to think through the consequences of actions taken.*

5E Self-Awareness & Self-Management Skills

- *Outline **ONE** example of how and where you have displayed a clear knowledge of your personal strengths and challenges and the ability to understand their impact on others.*

[Type text]

[Type text]

5F Relationship Management & Interpersonal Skills

- Outline **ONE** example of how and where you have demonstrated an ability to anticipate problems, setting up a number of strategies and objectives to ensure a successful outcome.

6. Challenges Facing Schools

What are the particular challenges and issues that would impact on the management and leadership of a Catholic Voluntary Secondary School?

[Type text]

[Type text]

7. Personal Vision

7.1 Outline your educational vision for the role of Principal in THIS school:

7.2 If appointed as Principal to THIS school what would be your agenda for action?

8. Characteristic Spirit

8 Outline which aspect of the CEIST Charter you would particularly like to promote and why:

[Type text]

[Type text]

9. Vetting Declaration:

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

Place an X in the relevant box

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

YES

NO

Place an X in the relevant box

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

YES

NO

Place an X in the relevant box

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. In the event of any delay in the vetting process, the Board of Management will require the recommended person to confirm in writing his/her acceptance of the aforementioned conditions of appointment to the position.

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.

[Type text]

[Type text]

10. 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 school's ethos as outlined in the accompanying documents and is prepared to accept the role of Principal as described in these documents.

Please note that additional information about the school, including its ethos and educational philosophy, is available on the school website.

11. References

Please supply the names and contact details of two referees who know you in a professional capacity.

Please ensure that your referees will be available to take a telephone call around the proposed date(s) of the interviews.

11.1 Professional Referee 1

Name:

Address:

Telephone/ Mobile:

E-mail:

How do you know the above person? What is your relationship with this person?

11.2 Professional Referee 2

Name:

Address:

Telephone/ Mobile:

Email:

How do you know the above person? What is your relationship with this person?

[Type text]

[Type text]

12. Undertaking

I certify to the Board of Management that the information provided herewith is true and correct.

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

N.B.

- ◆ ***The Selection Committee may be contacting the above named for references.***
- ◆ ***The Board of Management is an equal opportunities employer.***
- ◆ ***Short-listing of candidates may take place.***
- ◆ ***Candidates may be called for more than one interview or an additional selection procedure.***

Data Protection: All personal information provided on this application form will be stored securely by the PATRON and will be used for the purposes of the recruitment process. Application forms will be retained for a period of 18 months. In the case of a successful candidate the Application Form will be retained by the school for the duration of his or her employment and a minimum of two years thereafter. This information will not be disclosed to any third party without your consent, except where necessary to comply with statutory requirements or to provide normal services. Internally, your information will be kept confidential and only made available as necessary. You may, at any time, make a request for access to the personal information held about you. Should you wish to make any changes, or erasures, to any information stored about you, please contact the chairperson of the Board of Management.

[Type text]

[Type text]

To be detached from Application Form

Checklist for Applicants

- Have you signed the form?
- Is your name on the front cover?
- Are all questions answered?
- Are questions in the original sequence?
- Are answers typed Arial font size 12?
- Is the total number of pages (including the cover sheet) 15 or less?
- Have you made five copies of your completed and signed form?
(Your application should consist of 6 application forms.)
- Have you written "Application" on the envelope?
- Have you sent the application by **registered** post? (Forms should not be hand-delivered)

[Type text]