

# ST VINCENT'S CASTLEKNOCK COLLEGE, DUBLIN 15



## APPLICATION FOR TEACHING POSITION

**Applicant's Name:**

**Teaching Post/s Applied For:**

- 1) Ensure that you complete ALL sections of this form in full.
- 2) Once completed, save the form in Word format using your main teaching subject and name as the new file name – eg English - Mary Murphy
- 3) Email the form as an attachment to [headmasterpa@castleknockcollege.ie](mailto:headmasterpa@castleknockcollege.ie). In the Subject Box of your email please type the subject you are applying for. Postal applications will not be considered.
- 4) You should receive a brief acknowledgement by email within 48 hours. If you do not, please contact the school immediately at [info@castleknockcollege.ie](mailto:info@castleknockcollege.ie). Also, check your junk mail or spam folder. Due to the volume of applications, only shortlisted candidates will receive further contact.
- 5) The information that you provide on this form will be handled and stored in accordance with current Data Protection legislation. Except for the successful candidate, all records from the recruitment process will be held electronically for six months, after which time they will be permanently deleted.
- 6) Your application will be assessed on the information you submit on the official application form. Please ensure all sections are completed fully and accurately, giving clear evidence of qualifications, skills and experience.
- 7) No late applications will be accepted.

1.

APPLICANT'S PERSONAL DETAILS			
<b>Name:</b>			
<b>Correspondence Address:</b>		<b>Mobile Phone Number:</b>	
		<b>E-mail Address:</b>	

2.

ARE YOU REGISTERED WITH THE TEACHING COUNCIL?	
yes	no
<input type="checkbox"/>	<input type="checkbox"/>
<b>If yes, Teaching Council Registration No:</b>	
<b>Teaching Council Registration Subjects:</b>	

2.1

DETAILS OF ACADEMIC QUALIFICATIONS		
<b>2nd Level Education</b>	<b>School:</b>	
<b>Leaving Certificate Results</b>	<b>Year:</b>	
<b>Subject</b>	<b>Grade</b>	<b>Higher/Ordinary</b>
1)		
2)		
3)		
4)		
5)		
6)		
7)		

2.2

<b>THIRD LEVEL</b>				
<b>Qualification</b>	<b>Grade</b>	<b>Awarding University, College or Institute</b>	<b>Length of Course</b>	<b>Date of Award</b>

2.3

<b>ADDITIONAL QUALIFICATIONS, eg ICT</b>		
<b>College(s)</b>	<b>Qualifications and Year</b>	<b>Modules Studied</b>

3.

<b>OTHER RELEVANT, NON-ACCREDITED COURSES (most recent first)</b>

4.

SUBJECTS AND LEVELS TAUGHT								
<i>Subject Details (Please specify subjects taught during last 3 years only – tick as appropriate and indicate length of time)</i>	<i>LC H</i>	<i>LC O</i>	<i>JC</i>	<i>TY</i>	<i>LCA</i>	<i>JSCP</i>	<i>SEN</i>	<i>Team Teaching</i>
<b>Subject 1:</b>								
<i>Indicate number of years/ months</i>								
<b>Subject 2:</b>								
<i>Indicate number of years/ months</i>								
<b>Subject 3:</b>								
<i>Indicate number of years/ months</i>								

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	Name & Address of Employer	Position Held	Summary of Main Duties

7.

**PLEASE INDICATE HOW YOU THINK YOUR EXPERIENCE/SKILLS CAN ASSIST  
IN THIS PARTICULAR POST.  
(not more than 150 words)**

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8.

**AREAS OF SPECIAL INTEREST – CURRICULAR/CO-CURRICULAR**

<b>Area</b>	<b>Expertise/Experience, etc</b>

9.

**PLEASE INDICATE HOW YOU THINK YOU CAN CONTRIBUTE TO THE ETHOS  
AND SUCCESS OF ST VINCENT'S CASTLEKNOCK COLLEGE  
(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.

### VETTING DECLARATION

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

**11.1** 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

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

Yes  No  Place an X in the relevant box

**11.3** 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

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.

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.

12.

<b>NAMES AND CONTACT DETAILS OF REFEREES</b>			
<b>Referee 1</b>		<b>Referee 1</b>	
<b>Personal</b>		<b>Professional</b>	
<b>Name</b>		<b>Name</b>	
<b>Address</b>		<b>Address</b>	
<b>Work Tel No</b>		<b>Work Tel No</b>	
<b>Home Tel No</b>		<b>Home Tel No</b>	
<b>Mobile No</b>		<b>Mobile No</b>	
<b>Relationship to you</b>		<b>Relationship to you</b>	

**Declaration**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NB**

1. *The Board of Management is an equal opportunities employer.*
2. *Shortlisting of candidates may take place.*
3. *You may be asked to teach a class as part of the interview process.*