

CANVASSING WILL AUTOMATICALLY DISQUALIFY



NOTE: Copies of completed application forms will be made available to the Selection Board.
PLEASE COMPLETE CAREFULLY IN BLACK INK

St Aidan's Comprehensive School
Cootehill Co Cavan

TEACHING POST APPLICATION FORM

POST TITLE: _____

(Note: Separate application form must be completed for each post)

PERSONAL

ALL SECTIONS MUST BE COMPLETED IN FULL.

SURNAME:	_____
FIRST NAME(S):	_____
HOME ADDRESS:	_____ _____ _____ _____
CONTACT DETAILS:	WORK: _____ HOME: _____ MOBILE: _____ EMAIL: _____

DO YOU REQUIRE A WORK PERMIT? YES NO

ANY OTHER RELEVANT INFORMATION: _____

PLEASE NOTE: THIS SECTION MUST BE COMPLETED IN FULL

TEACHING COUNCIL REGISTRATION NO. (IRELAND)

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Indicate subjects which you are recognised to teach.

Garda Vetting is a requisite for positions with St Aidan's Comprehensive School

If offered the post:

1. Are you prepared to complete the Garda Vetting application form? Yes No
2. Do you give your consent to St Aidan's Comprehensive School to submit the completed Garda Vetting application form to the Garda Central Vetting Unit? Yes No

A PERSON WHO REFUSES TO PROVIDE HIS/HER CONSENT WILL NOT BE APPOINTED IN ANY CAPACITY

**EDUCATION
Second Level**

Name of Schools Attended	From:	To:	Examinations	Pass/Hons.

EDUCATION: Third Level

Third Level Institution Attended: _____

Full Title of Degree/Diploma: _____

Degree Obtained: please tick Hons 1 Hons 2/3 Pass

Year Qualified: _____

Full Title of Masters: _____

Masters Obtained: please tick Hons 1 Hons 2/3 Pass

Year Qualified: _____

Subjects			
First year	Result	Second year	Result
Third Year	Result	Fourth Year	Result

Note: Please attach a photocopy of (a) your Degree, and (b) transcript of examination results to this form.

H.Dip/Teacher Training	Year of Award	Length Of Course	Pass or Honours	College

RESULTS PENDING YES NO Please specify Teaching Practice Grade _____

Other Qualifications (please specify)	Year of Award	Length Of Course	Pass or Honours	College

Third Level (Trade and Professional):

Institution	Qualification with dates	Honours / Pass	Subjects Studied

Qualifications in Irish with dates _____

Interests or achievements while in College _____

Membership of Professional Institutions _____

EMPLOYMENT RECORD (Please indicate all employments chronologically)

TEACHING PRACTICE

NAME & ADDRESS OF SCHOOL	Date		Subject Taught	Level
	From: (dd/mm/yy)	To: (dd/mm/yy)		

TEACHING EXPERIENCE

NAME & ADDRESS OF SCHOOL	Date		Length of Employment <small>Please specify exact term in years/months & weeks</small>	Subject Taught	Level
	From: (dd/mm/yy)	To: (dd/mm/yy)			
POST PRIMARY EXPERIENCE					
Substitution & Supervision Experience					
PRIMARY SCHOOL EXPERIENCE					

NON-TEACHING EXPERIENCE

Dates		Name & Address of Employer	Position Held	Summary of Main Duties
From: (dd/mm/yy)	To: (dd/mm/yy)			

INTERESTS

Activity	Membership of Organisation	Statement of Level of Involvement

CAREER DEVELOPMENT

(a) Plans for further study _____

(b) Extra Curricular Activities in which you would like to be involved _____

Indicate briefly why you applied for this position and why in your opinion the Board should appoint you.

Personal References: The Selection Board wishes to have a report on your experience etc. Please name below two responsible people (other than relatives or friends) who have first hand knowledge of your work/ character. (one from your current employer)

Name: _____	Name: _____
Position: _____	Position: _____
Address: _____ _____	Address: _____ _____
Tel No: _____	Tel No: _____
Mobile No: _____	Mobile No: _____
Fax No: _____	Fax No: _____
E-mail Address: _____	E-mail Address: _____

Please note: your referees may be contacted without further communication with you and prior to selection interview if shortlisted for interview and please provide a MOBILE NUMBER.

Summary of Information (The Applicant must complete this Section)

Name and Address	Qualifications including Qualifications in Irish	Experience	For Office Use

Please indicate where you saw the post advertised _____

I certify that the above information is correct.

Signature: _____ Date: _____

ANY INACCURATE INFORMATION CONTAINED IN THIS APPLICATION FORM WILL AUTOMATICALLY RENDER THE APPLICATION AND ANY SUBSEQUENT APPOINTMENT VOID.

Checklist

- | | |
|---|--------------------------|
| Photocopy of Teaching Council Registration (Ireland) | <input type="checkbox"/> |
| Photocopy of Degree attached | <input type="checkbox"/> |
| Photocopy of transcript of examination results first to final year attached | <input type="checkbox"/> |
| 2 references attached | <input type="checkbox"/> |
| Form signed on Page 6 | <input type="checkbox"/> |

PLEASE NOTE:

1. A copy of two recent references should accompany this form. (one must be from a current employer)
2. Copy of Transcript of examination results (breakdown of results over duration of course) must accompany this form.
3. A separate application form must be completed in respect of each post.
4. Applications will not be accepted using CV
5. Late applications will not be considered.
6. Canvassing will disqualify.
7. Shortlisting of applicants may take place.
8. Questions on the official application form must be fully completed by the candidate – referral to “CV” will not suffice.
9. St Aidan’s Comprehensive school is an equal opportunities employer.