

**Presentation Secondary School, Castleisland,**  
**Co. Kerry**



**Application Form for Teaching Position**  
**2020-2021**

**Nature of Teaching Position advertised:**

**Subject(s)/Level:**

**Hours:**

**Have you previously been appointed to a teaching position in Presentation  
Secondary School, Castleisland, Co.Kerry**

**Yes**  **No**

**If Yes, state Year(s) of appointment:** \_\_\_\_\_

**Personal Details**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Telephone Contact Details:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Teaching Council Registration Details**

|  |              |            |
|--|--------------|------------|
| Are you registered with the Teaching Council?                  | <b>YES:</b>  | <b>NO:</b> |
| Teaching Registration Council Number                           |              |            |
| Please list your subjects registered with the Teaching Council | <b>List:</b> |            |

**1. Education Record**

**Third Level Qualifications**

| <b>Dates</b>                                   | <b>College</b> | <b>Qualification<br/>(Hons or pass<br/>degree) please state<br/>subjects and years</b> | <b>Level / Result<br/>(eg 1.1, 2.1 etc...)</b>              |
|--|----------------|--|---|
|  |                |  |   |
|  |                |  |   |
|  |                |  |   |
| <b><u>Teacher Education Qualifications</u></b> |                |  |   |
| <b>Dates</b>                                   | <b>College</b> | <b>Overall Level /<br/>Result<br/>(eg 1.1, 2.1 etc...)</b>                             | <b>Teaching Practice<br/>result in final<br/>placement.</b> |
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2. **Additional Professional Qualifications** Ph.D/M.Ed/ Certificates/Diplomas or Training).

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3. **List recent in-service you attended.**

| <b><u>Dates</u></b> | <b><u>Name of course</u></b> |
|---------------------|------------------------------|
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**4. Work Experience to date:**

| <b>Dates<br/>From – To</b> | <b>Position and Duties</b> | <b>Organisation</b> |
|----------------------------|----------------------------|---------------------|
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**6. What key skills do you think you have developed as strengths in your professional work to date?**

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**7. I understand that Presentation Secondary School, Castleisland, Co. Kerry is a Catholic school under the trusteeship of CEIST.**

**8. I have read, accepted and undertaken to support and promote the core values expressed in the CEIST Charter as available on line at <http://www.ceist.ie>**

**YES \_\_\_\_ NO \_\_\_\_**

**In what way might you, as a teacher, contribute to sustaining the Catholic ethos of Presentation Secondary School Castleisland?**

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**9. Comment on the importance of promoting student wellbeing in the role of a teacher.**

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**10. Extracurricular activity is an integral part of holistic education provided in Presentation Secondary School Castleisland.**

**Please list the extracurricular activities you would get involved in:**

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11.

## **CHILD PROTECTION AND GARDA VETTING**

Please note that employment in this school is subject to the terms of Circular 0031/2016 from the Department of Education and the Vetting act which commenced from 29 April 2016

Under this act, the school will have to obtain a vetting disclosure from the Bureau prior to any employment. As an additional safeguard, should you be employed here, a *Statutory Declaration* and *Form of Undertaking* must be completed and provided to the school authority prior to making a teaching appointment of any duration.

If the following 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 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 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.

## **Referees**

**Please supply names and addresses of two referees**

**a) Referee 1:**

**Name**.....

**Address** .....

**Email Address**.....

**Mobile** .....

**b) Reference 2:**

**Name**.....

**Address** .....

**Email Address**.....

**Mobile.....**

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

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

**Date.....**

Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.

- The Board of Management of this school is an equal opportunities employer
- Short listing of candidates may take place
- A panel may be created following the interviews.
- Only short listed candidates will be contacted.

*Please return to:*

[info@presentationcastleisland.ie](mailto:info@presentationcastleisland.ie)

*By the date specified on [educationposts.ie](http://educationposts.ie) for the position you are applying for.*

*An e-mail copy is sufficient for application, but you will be required to bring a signed copy to the interview should you be shortlisted for interview*

