



St. Mary's Secondary School, Ballina

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The school with a warm welcome, a caring heart & a guarantee of excellence

APPLICATION FORM FOR TEACHING POST 2020-2021

Forms should be word-processed and returned by email only to the school by the stated closing date on the advertisement.

Position you are applying for:	
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Name:	
Postal Address:	
Email:	
Home Telephone number:	
Mobile Telephone number:	
Teaching Council Registration Number	
Teaching Council Registration Renewal Date	
Teaching Council Qualified Subjects to teach	

EDUCATION RECORD

Third Level Qualifications:

Award (Degree, Diploma, etc.)	Year of Award	Grade Awarded				Name of University, Training College, I.T., College of Technology, etc., attended.
		Pass	Honours			
			2:2	2:1	1st	
(a)						
(b)						
(c)						

Length of Course(s) (a) _____ (b) _____ (c) _____

Subjects Taken in Course(s) and Examinations:

PRIMARY DEGREE	
First Year:	
Second Year:	
Other Year(s):	
Final Year:	

Teaching Qualification(s) & Other Relevant Qualifications

Teaching Qualification (H.Dip.Ed/PGDE/PME or recognised equivalent)	Year of Award	Full-time	Part-time	Grade Awarded Please tick				Name of University, Training College, I.T., College of Technology, etc., attended
				PASS	HONOURS			
					2.2	2.1	1st	
Name of Qualification: <input type="text"/>								
Teaching Practice Result Result: <input type="text"/>								
Other:								

IN-SERVICE COURSES / CPD

List any courses/CPD you have undertaken

In-Service/CPD (details, title, etc.)	Date(s) from/to	Certification Yes/No Details if yes

EMPLOYMENT RECORD**Teaching Experience**

Please begin with your present or more recent employment

NAME & ADDRESS OF SCHOOL	DATE		CONTRACT TYPE PWT / FT / PART- TIME	Number of timetabled hours per week	SUBJECTS TAUGHT	LEVEL
	FROM	TO				

Non-Teaching Experience

Please begin with your present or more recent employment

NAME & ADDRESS OF EMPLOYER	DATE		POSITION HELD	SUMMARY OF MAIN DUTIES
	FROM	TO		

SUPPORTING STATEMENT

This section is for you to provide a summary of your teaching experience (teaching profile), your approach to teaching and any extra-curricular activities you have organised and are willing to promote

ADDITIONAL INFORMATION (200 words max.)

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Vetting

Have you been Garda-vetted? YES NO

If yes, please quote vetting number: _____

In the event of your being recommended for appointment to this position the Board of Management is obliged to comply with the terms of Circular 0031/2016 – Commencement of Statutory requirements for Garda Vetting.

Are there any restrictions on your right to work in this country? Yes: No:

If yes, please give details

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REFERENCES

Please supply the names, addresses and position/occupation of two people (other than relatives or friends) with knowledge of you and your work FROM WHOM A PROFESSIONAL REFERENCE CAN BE SOUGHT. One should be your current or most recent employer.

Please note your referees may be contacted without further communication with you and prior to selection interview if shortlisted for interview.

Name:	Full Address:
Position/Job Title:	
Tel/Mobile:	
	Email:
Name:	Full Address:
Position/Job Title:	
Tel/Mobile:	
	Email:

DECLARATION AND SIGNATURE

- Please **sign** the form below, certifying that all information you have provided is accurate and true.
- The selection committee may wish to check any of the details you have provided
- 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.

I certify to the Board of Management of St. Mary's Secondary School that the information provided in this application is true and correct.

Signature of Applicant	
Date	

- The Board of Management of this school is an equal opportunities employer
- Short listing of candidates may take place and only shortlisted candidates will be contacted.
- If you are awaiting confirmation of registration with the Teaching Council, please insert 'Pending' in the teacher registration number section of this form
- Any offer of employment will be conditional on current registration with the Teaching Council and subject to Garda vetting procedures.
- Please note on envelope which position you are applying for. **Please do not submit a CV or any other document(s) with this Application Form.**

Please return by email only to the Secretary, Board of Management, St. Mary's Secondary School, Convent Hill, Ballina, Co. Mayo

Email: principal@stmarysballina.ie

St. Mary's Secondary School

Staff Privacy Notice

Who is collecting the data

St. Mary's Secondary School
 Convent Hill, Ballina, Co. Mayo.
 T: 096 70333
 E: office@stmarysballina.ie

This Privacy Notice governs the manner in which St. Mary's Secondary School collects, uses, maintains and discloses information collected throughout the recruitment, hiring and employment of staff.

Personal Identifiable Information

We collect personal identification information from staff and prospective staff in a variety of ways in connection with your employment at our school.

Staff / Recruitment Data (Lawful Basis: Public Interest, Contractual Obligation, Legal Obligation):

- Name, Address, Date of Birth, Phone Number;
- PPSN;
- Payroll No.;
- Teaching Council Registration No.;
- Vetting No.;
- Payment details;
- Statutory deductions Voluntary deductions e.g. trade union subscription;
- Service history;
- Leave including Sick leave / Secondments;
- Qualifications & Results (2nd & 3rd Level) & Work Experience;
- Particulars of your cases where you may query the application of the terms and conditions e.g. Contract of indefinite duration;

How we use collected information

We use your personal data (staff) for purposes including:

- your application for employment;
- to provide you with appropriate direction and support in your employment;
- to care for your health and well-being;
- to process grant applications, fees and scholarships;
- to coordinate, evaluate, fund and organise educational programmes;
- to comply with our legal obligations as an employer;
- to comply with our monitoring and reporting obligations to Government bodies;
- to process appeals, resolve disputes, and defend litigation etc.

How we protect your information

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information.

How long do we keep your personal information?

We keep your personal information for a length of time as per our Retention Policy i.e. For staff we will retain data for the duration of employment and up to 7 years thereafter. After this time, your data will be destroyed by confidential shredding our deletion from our school's database.

In certain circumstances we may retain your data longer, these circumstances and the retention period are outlined in St. Mary's Secondary School Data Protection Policy.

Sharing your personal information

We do not sell or trade personal identification information to others. We may share your data with the State Examinations Commission, the Department of Education and Skills, NCSE, TUSLA, An Garda Síochána, HSE, the Department of Social Protection, the Revenue Commissioners etc.

The level of sharing and the nature of what is shared depend on various factors. The Government bodies to which we transfer your personal data will use your personal data for their own purposes (including: to verify other information they already hold about you, etc) and they may aggregate it with other information they already hold about you and your family. We also share your personal data with other third parties including our insurance company and other service providers (including IT providers, security providers, legal advisors etc), We are legally required to provide certain records relating to the progress of a student (under 18 years) in his/her education to the student's parents/guardians, including results of examinations.

Your rights

You have a number of rights in relation to your personal information. These rights include the right to:

- request information regarding the personal data that we hold about you and the source(s) of that information. You can request a copy of any personal data we hold about you. This service is free of charge.
- request that we rectify without undue delay any inaccuracies in relation to the personal data we hold;
- in some circumstances, request the erasure of your personal data or object to the processing of your data;
- obtain restriction of processing in some circumstances;
- object to any processing in some circumstances;
- in some circumstances, request that your personal data be transferred to you or a new school if the data is processed automatically (Please note, that we retain only a copy of certain data collected from you. Furthermore we do not avail of systems that make automated decisions based on your data);
- if we are processing any data for which you have given consent, you may withdraw consent to us processing your personal data. This will not affect the processing already carried out with your consent; and
- lodge a complaint with a supervisory authority. In Ireland, this is the Office of the Data Protection Commissioner;

Any enquiries regarding the above rights or if you wish to exercise any of these rights or any other rights provided for in this statement please contact us.