

**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)**

\_\_\_\_\_

**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.

PME/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 &amp; weeks</small>	Subject Taught	Level
	From: (dd/mm/yy)	To: (dd/mm/yy)			
<b>POST PRIMARY EXPERIENCE</b>					
<b>Substitution &amp; Supervision Experience</b>					
<b>PRIMARY SCHOOL EXPERIENCE</b>					

## 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.
10. Please note privacy statement attached.

# St Aidan's Comprehensive School

## Staff Privacy Notice

(effective 25th May 2018)

### **Who is collecting the data**

St Aidan's Comprehensive School  
Cootehill Co Cavan  
T: 049 5552161  
E: office@staidans.ie

This Privacy Notice governs the manner in which St Aidan's Comprehensive 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 (2<sup>nd</sup> & 3<sup>rd</sup> 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 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 Aidan's Comprehensive 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.