



## European Schools – Secondary Level Secondment – Application Form

Applicants should read *Secondment of Teachers to the European Schools: Information for Applicants* before completing this application form. Applications must be submitted on-line. **Suitably qualified teachers may apply for more than one post. Posts should be applied for in order of preference.** At the conclusion of the interview process, a panel of successful applicants will be created. These successful applicants will be offered their highest preference post as determined by the ranking of candidates at the conclusion of the interview process. The panel will continue to exist until the 1<sup>st</sup> of September, 2023 and will be used to fill the advertised positions.

All sections of the application form must be completed in full. Applicants are required to return an electronic version of your completed application form to [European\\_Schools@education.gov.ie](mailto:European_Schools@education.gov.ie) not later than **5pm 19<sup>th</sup> of December 2022**.

### SECTION A: PERSONAL DETAILS

<b>Post applied for:</b> Please give name of school and title of post applied for. If you are applying for the same position but in different schools, please list the schools in order of your preference.			<b>Attach passport photograph</b>
<b>Surname</b>	<b>First name(s)</b>	<b>Nationality</b>	
<b>Teaching Council Registration Number</b>			
<b>Date of full registration with the Teaching Council</b>			
<b>Address:</b>		<b>Telephone:</b>	
		<b>Home</b>	
		<b>Work</b>	
<b>E-mail:</b>			

### SECTION B: LANGUAGE SKILLS

Secondary teachers applying for posts in the European Schools should be aware of Article 10.1 of the *Regulations for Members of the Seconded Staff of the European Schools* (available on the European schools website ([www.eursc.eu](http://www.eursc.eu))) in relation to language competency. Teachers appointed from Ireland will be required to teach in the Anglophone (English) sections of the European Schools.

Applicants, if called to interview, will be interviewed mainly in English.

Applicants seconded to the ES system undergo a separate oral language assessment **in a vehicular language (French or German) or in the host country language**. Knowledge of the language of the country of employment is particularly desirable. Applicants are asked to indicate their general level of spoken competence in their chosen language as per the Common European Framework of Reference for Language (CEFR). The three levels referenced in the CEFR are basic user, independent user and proficient user. Applicants will be assessed according to the level they have indicated. For appointment to a European School, a basic spoken competence in the candidate's selected language is usually expected. If a candidate excels in every other respect of interview and commits to learning a vehicular language or the host country language during their secondment, that will be looked upon favourably.

Please indicate your level of the proficiency in the language in the table below:

**Level A: Basic user; Level B: Independent user; Level C: Proficient user.**

Language	Level A	Level B	Level C
Irish			
French			
German			
Italian			
Other (Spanish, Dutch, and Italian)....			

## SECTION C: ACADEMIC & PROFESSIONAL QUALIFICATIONS

### Academic qualifications

Please give details of your academic qualifications in date order (starting with the most recent qualification achieved).

*Please ensure that you specify the level on the national framework of qualifications (NFG) (if applicable)*

Full title of degree(s) or qualification(s) held	Grade obtained (e.g. Pass; 2.2; 2.1; 1; etc.)	Give results for each subject taken in final examination	List subjects taken in first and final years of your primary degree	Year in which degree or qualification was obtained	University / college or examining authority

### TEFL qualifications

If you have a TEFL qualification, please give the following details. A TEFL qualification is desirable but not essential unless otherwise specified in the requirements for the post.

Details of qualification (Diploma, degree, masters' degree, etc.)	Grade obtained	Duration of course leading to qualification (Hours, etc.)	Place of study (College, etc.)	Year in which qualification was obtained	Awarding authority

### Teaching qualifications

Please give details of your teaching qualifications in date order (as per requirements of the Teaching Council under Teaching Council [Registration] Regulations 2016 revised)

Full title of degree(s) or qualification(s) held	Grade obtained (E.g. Pass; 2.2; 2.1; 1; etc.)	Year in which degree or qualification was obtained	University / college or examining authority

## Recognition as a post-primary teacher

Please enclose each of the following with your application form:

1. Evidence of your registration with the Teaching Council (An Chomhairle Mhúinteoireachta/) as a post-primary teacher in relevant subjects
2. Copy of your primary degree from a recognised third level Higher Education Institution (HEI) in relevant subjects
3. Copy of your teaching qualification and/or primary degree from a recognised college of education or recognised university/HEI or other recognised teacher-education provider

## SECTION D: EMPLOYMENT RECORD

Give below, in date order (starting with your current employer), full particulars of all employment (including any periods of unemployment) between the date of leaving school or college and the present date.

Status	Type	Required information
<b>P</b>	Permanent	
<b>S</b>	Substitute	If your existing contract of employment is for a fixed term, please state the date on which the contract is expected to conclude.
<b>A</b>	Acting	If your existing contract of employment is for a fixed term, please state the date on which the contract is expected to conclude.
<b>C</b>	Contract of indefinite duration	Please state relevant number of hours [CID

Dates			Status** P/CID/T/A/S	Title of post held; description of duties	Name and address of employer
Period in months	From	To			
Reason for leaving					Roll number of recognised school (if relevant)

Dates			Status** P/CID/T/A/S	Title of post held; description of duties	Name and address of employer
Period in months	From	To			
Reason for leaving					Roll number of recognised school (if relevant)

**SECTION D: EMPLOYMENT RECORD (continued)**

Dates			Status** P/CID/T/A/S	Title of post held; description of duties	Name and address of employer
Period in months	From	To			
Reason for leaving					Roll number of recognised school (if relevant)

Dates			Status** P/CID/T/A/S	Title of post held; description of duties	Name and address of employer
Period in months	From	To			
Reason for leaving					Roll number of recognised school (if relevant)

Dates			Status** P/CID/T/A/S	Title of post held; description of duties	Name and address of employer
Period in months	From	To			
Reason for leaving					Roll number of recognised school (if relevant)

Dates			Status** P/CID/T/A/S	Title of post held; description of duties	Name and address of employer
Period in months	From	To			
Reason for leaving					Roll number of recognised school (if relevant)



**SECTION E: DETAILS OF TWO REFEREES**

Please provide the names of two referees who may be contacted after interview should you be successful.

<b>REFEREE ONE</b>	<b>REFEREE TWO</b>
<b>Name</b>	<b>Name</b>
<b>Address</b>	<b>Address</b>
<b>Telephone number</b>	<b>Telephone number</b>
<b>Position</b>	<b>Position</b>
<b>Relationship to applicant</b> <i>(e.g. former employer, former school principal, etc.)</i>	<b>Relationship to applicant</b> <i>(e.g. former employer, former school principal, etc.)</i>

**SECTION F: MOTIVATION FOR YOUR APPLICATION**

Please outline succinctly why you are interested in this position and your particular suitability.

**SECTION G: ANY OTHER RELEVANT INFORMATION**

--

**SECTION H: TEACHING COUNCIL IN IRELAND REGISTERED**

**Please complete the following:**

I am registered (without conditions) with the Teaching Council in Ireland as a teacher having **met** the Council's registration criteria for French at post-primary level.

Please provide:	
<ul style="list-style-type: none"><li>Teacher Registration Number:</li></ul>	
<ul style="list-style-type: none"><li>Date on which you first registered with the Teaching Council in Ireland</li></ul>	
<ul style="list-style-type: none"><li>Date of full registration without conditions with the Teaching Council in Ireland</li></ul> <p>This is the date on which you gained full registration as a post-primary teacher having fulfilled all probationary, service and other conditions of full registration</p>	



## SECTION 1: CHECKLIST

Please ensure that you have enclosed the following with your application.

- |  |
|--|
| <ol style="list-style-type: none"><li>(1) Evidence of current registration with the Teaching Council/ An Chomhairle Mhúinteoireachta</li><li>(2) Copy of your teaching qualification from a recognised college of education or university/higher education institution (HEI), or other provider of teacher education</li><li>(3) Copy of your teaching qualification from a recognised college of education or university/HEI or other provider of teacher education</li><li>(4) Written reference from your current or most recent employer</li><li>(5) Written reference from one other person</li></ol> |
|--|

## SECTION I: SIGNATURE

Please note that all applications must be signed. Please double check that you have completed all sections of the application form.

<b>Signature of applicant</b>	<b>Date</b>
-------------------------------	-------------

At this time, we are only accepting online applications. All documents must be scanned and attached to an email. Completed application forms should be sent to:

International Cooperation Unit,  
E-mail: [European\\_Schools@education.gov.ie](mailto:European_Schools@education.gov.ie)

Completed application forms must be received by **5 p.m. 19<sup>th</sup> December 2022**

The main purpose for which the Department requires the personal data provided by you is to assess your application for secondment to the European Schools. The personal data provided may be exchanged with the Interview Panel and the European School to which you have applied.

Full details of the Department's data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at <https://www.gov.ie/en/organisation-information/data-protection/?referrer=http://www.education.ie/en/The-Department/Data-Protection/>

Details of this policy and privacy notice are available in hard copy from the address below upon request:

Department of Education  
International Cooperation Unit  
Marlborough Street  
Dublin 1  
DO1 RC 96.