

St. Columba's College



**Special Needs Assistant Temporary Position
(12 hours per week)**

Application Form

August 2024

APPLICATION FORM – SPECIAL NEEDS ASSISTANT

This form must be signed.
All questions must be answered.
Do not change the question numbers or sequence.

Office use only

Date Received:

1. PERSONAL DETAILS

First Name:	Surname:
Home Address:	Correspondence Address: (if different)
Home Phone Number:	Mobile Phone Number:
Email Address:	
Are there any restrictions regarding your employment? Yes <input type="checkbox"/> No <input type="checkbox"/> (if you answer Yes, please provide details on separate sheet)	
Do you require a Work Permit? Yes <input type="checkbox"/> No <input type="checkbox"/>	

2. POST-PRIMARY LEVEL EDUCATION:

Please note that the minimum required standard of education for appointment to this post is a QQI Level 3 major qualification on the National Framework of Qualifications OR a minimum of three grade Ds in the Junior Certificate OR Equivalent.

School: _____

FETAC Level 3/Inter/Junior Certificate or Equivalent **Year** _____

Subjects and grades achieved:

Subject	Grade	Subject	Grade

Leaving Certificate or Equivalent: Year: _____

Subjects and grades achieved:

Subject	Grade	Subject	Grade

3. ADDITIONAL QUALIFICATIONS (Degree/Diploma/Certificate etc.)

Qualification: _____ Level: _____ Year: _____ Awarding Body: _____

Qualification: _____ Level: _____ Year: _____ Awarding Body: _____

Qualification: _____ Level: _____ Year: _____ Awarding Body: _____

6. Please detail below any/other work experience which you feel might be relevant to your application. (You may wish to attach an A4 sheet detailing this if necessary).

7. State reasons below why you wish to be considered for this position.

8. REFERENCES

Please provide names, addresses and position/occupation of two people (other than relatives or friends) with knowledge of you and your work to whom professional reference can be made. One should be your current or most recent employer.

Present or most recent employer:

Name & Title:	Position Held:	Telephone/Mobile:	Email:
Full address:			

Other referee:

Name & Title:	Position Held:	Telephone/Mobile:	Email:
Full address:			

9. DECLARATION AND SIGNATURE

In the event of you being recommended for this position, the Board of Management is obliged to comply with the terms of current DES circular letters.

In line with the terms of CL 31/2016, if you are recommended for this position, a vetting disclosure must be obtained from the National Vetting Bureau prior to the commencement of employment with the school.

Any offer of employment will be subject to the school receiving a satisfactory Garda Vetting disclosure prior to employment. The Board of Management may withdraw an offer of employment if a satisfactory vetting disclosure is not received.

The Board of Management cannot enter into a Contract of Employment without first receiving a vetting disclosure.

You are also required to sign the declaration below certifying that all information you have provided is accurate.

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 declare that the information supplied in this application form is accurate and true.

Signed

Date

Completed Application Form should be returned by post to arrive no later than 4pm on Monday, 12th August 2024 to:

*The Secretary to Board of Management,
St. Columba's College
Stranorlar
Lifford
Co. Donegal
F93KN62*

or by email to staffrecruitment@stcolumbasstranorlar.ie

Data Privacy Notice

All personal information provided on this Application Form will be processed in a confidential and secure manner as part of the recruitment process. Your data will be retained for a period of 18 months if your application is unsuccessful. If your application is successful, the school will retain your personal data for the duration of your employment and for 7 years thereafter. Your information will not be disclosed to a third party without your consent save where provided by law or where such processing is necessary to comply with the school's legal obligations. You may at any time make a request for access to your personal data held by about you. Should you wish to make any changes or erasures to your personal data, please contact The Secretary of the Board of Management of the school.