



**The Abbey School, Station Road, Tipperary Town, Co. Tipperary.
CONFIDENTIAL**

**EMPLOYMENT APPLICATION FORM
TEACHING POSITION**

For Official Use Only:

Date Received:

Called to Interview:

Date/Time of Interview:

PLEASE TYPE ALL SECTIONS MUST BE COMPLETED IN FULL

POSITION APPLIED FOR:	
SURNAME:	
FIRST NAME(S):	
HOME ADDRESS:	
CONTACT DETAILS:	WORK: HOME: MOBILE: E-MAIL:
SUBJECTS REGISTERED TO TEACH:	

GENERAL EDUCATION (POST PRIMARY)

NAME OF SCHOOLS ATTENDED	FROM:	TO:	EXAMINATIONS & GRADES OBTAINED

POST SECONDARY EDUCATION

PLEASE OUTLINE DETAILS IN CHRONOLOGICAL ORDER OF ALL FURTHER EDUCATION AND THIRD LEVEL ACADEMIC AWARDS

NAME & ADDRESS OF ACADEMIC INSTITUTION/AWARDING BODY	PERIOD OF STUDY		AWARD/QUALIFICATION OBTAINED (HONOURS DEGREE, ORDINARY DEGREE, CERTIFICAT ETC)	CLASS OF AWARD (i.e. 1st, 2.1, 2.2, Pass)	MAIN SUBJECTS/ DEGREE SUBJECTS
	FROM:	TO:			

HIGHER DIPLOMA IN EDUCATION (IF APPLICABLE)

NAME OF INSTITUTION ATTENDED	FROM:	TO:	CLASS OF AWARD/GRADE OBTAINED

PRESENT OR MOST RECENT TEACHING POSITION

EMPLOYER (NAME & ADDRESS)	FROM:	TO:	NATURE OF EMPLOYMENT (PT, RPT, TWT, PWT etc)

DESCRIPTION OF SUBJECTS TAUGHT AND LEVEL

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PREVIOUS TEACHING EXPERIENCE

PLEASE LIST PREVIOUS TEACHING EXPERIENCE INCLUDING ANY OTHER POSITIONS WITH YOUR CURRENT EMPLOYER (MOST RECENT FIRST)

EMPLOYER (NAME AND ADDRESS)	FROM:	TO:	NATURE OF EMPLOYMENT (PT, RPT, TWT, PWT, etc)	SUBJECTS TAUGHT

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POSTS OF RESPONSIBILITY (IF APPLICABLE)

EMPLOYER (NAME AND ADDRESS)	FROM:	TO:	POST HELD INCLUDING DUTIES ATTACHED

COMMERCIAL/INDUSTRIAL WORK EXPERIENCE

EMPLOYER (NAME AND ADDRESS)	FROM:	TO:	PLEASE OUTLINE NATURE AND MAIN DUTIES OF EMPLOYMENT

EXTRA-CURRICULAR ACTIVITIES

Please give details of all extra-curricular activities promoted by you during previous employment

EMPLOYER (NAME AND ADDRESS)	FROM:	TO:	PLEASE OUTLINE NATURE AND MAIN DUTIES OF EMPLOYMENT

SUPPORTING STATEMENT: please outline below any additional information which you believe is relevant to your application for the above position. You may wish to continue on a separate sheet, if necessary – please ensure that your name and the position is included at the top of any additional sheets.

Teaching Council Registration Number:

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References: Please give details of two referees. At least one referee should be your present or last employer or, if appropriate, a referee from your last academic institution. Please note that references will normally only be requested for shortlisted candidates. **Please do not enclose written references.**

Name:	Name:
Position	Position
Address:	Address:
Tel No:	Tel No:
Fax No:	Fax No:
E-Mail address:	E-Mail address:

Please note that canvassing will disqualify your application.

I certify that the information provided is true and correct. I understand that should any of the information provided in this application be found to be false or inaccurate in any material way, the Board of Management reserves the right to withdraw any offer of employment made.

Signature: _____ Date: _____

Completed application form to be returned, by *email only* to: abbeyoffice@eircom.net FAO: The Secretary, Board of Management, The Abbey School, Station Road, Tipperary Town, Co Tipperary, by 12.00 noon on Monday 17th May 2021.

Tel: 062-52299

E-mail: abbeyoffice@eircom.net

Website: www.abbeyschool.ie



Guidelines for Completion of Job Application Form

Thank you for your interest in working with The Abbey School. Please take note of the following which we hope will assist you in completing your application form.

- Your application will be assessed on the information you submit on the official application form. Therefore, it is important that you give clear evidence of your knowledge, skills and experience on your application.
- Please read the application form carefully and ensure it is completed as comprehensively as possible and that each section has been filled in.
- The application form must be typed. Please add your name to the file name prior to its return to the school.
- Additional information may be appended to the formal application form by way of separate pages or by way of a separate CV.
- Care should be taken to provide full and accurate information. Any misstatement given may disqualify your application.
- Further information regarding The Abbey School including details on our school can be obtained on our website: www.abbeyschool.ie. Please note that a new school website is under construction currently.
- Take note of the closing date for the position and make certain your application is submitted in plenty of time.
- Application forms to be emailed **only** to abbeyoffice@eircom.net and should be signed. Emails subject lines should be noted as FAO the Secretary, Board of Management, The Abbey School, Station Road, Tipperary Town, Co. Tipperary.

Please do not hesitate to contact The Abbey School on 062-52299 or by email to abbeyoffice@eircom.net if you wish to discuss clarify any aspect of the above employment application form.