

All information provided in this form is confidential to the Selection Board
(This form should be typed or completed using block capitals in black ink)



St Mary's CBS Portlaoise

POST OF SPECIAL NEEDS ASSISTANT - APPLICATION FORM

**Applicant's
Name**

Completed and Signed Application Forms should be returned **by email** to:

applications@portlaoiseCBS.com

to arrive by **4.00 p.m.** on **Friday 14th August 2020**

Please DO NOT send a Curriculum Vitae with this form. Please do not ask for a Word document to complete instead of this pdf. If you are short of space, please attach an extra page and specify what part the extra information is in relation to.

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PERSONAL DETAILS:

1 Name

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Home Address

Home Tel. No.

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Mobile No.

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E-Mail Address

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2 Educational Qualifications – most recent first (*Include second level e.g. Inter Cert, Junior Cert or equivalent and further education (though not a requirement for this particular post). A successful applicant may be requested to furnish supporting documentation.*)

Qualification	School/College	Results	Year of Award

3 Other relevant, non-accredited courses – most recent first: (e.g. First Aid, Art/Craft....)

Experience of Special Needs Assistant role - most recent first.

School Name	Address	Duties	Date from	Date to

employment experience - most recent first.

Position	Employer/Project	Duties	Date from	Date to

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6 Please indicate briefly your understanding of the role of a Special Needs Assistant

7 Additional information (*not already mentioned*) in support of your application

8 Please give the names of two referees: one should be in a position to comment on your personal characteristics and one should be in a position to comment on your professional qualifications and/or training. Referees should *not* be related to the applicant.

(1) Name

(2) Name

Address

Address

Phone Number(s)*

Work:
Home:
Mobile:

Phone Number(s)*

Work:
Home:
Mobile:

** As it is probable that referees will have to be contacted outside of school times, it is crucial that phone numbers at which referees can be contacted (three if possible) are given.*

9 Signature of Applicant

Date