CHRISTIAN BROTHERS SCHOOL

MOUNTGARRETT, NEW ROSS, CO. WEXFORD

Application Form for Teaching Positions

Office Use only:
Date Received:

Applicants, please note:

1. Please save the completed application calling it your own name (i.e. First name Surname).
2. Applications can ONLY be made on this Application Form.
3. Applications are required to be submitted by email. The Application Form must be sent to recruitment@cbsnewross.ie
4. The completed form must arrive at the above specified email address on or before the date and time stated in the advertisement. Late applications will neither be accepted nor considered.
5. Canvassing will disqualify.
6. You must include a scan of your Teaching Council Registration Certification/Pending Registration and your Teaching Council Garda Vetting Disclosure.
7. Applications must be typed in font 12.
8. **DO NOT**
   - delete any question/section or change the order of questions/sections
   - enclose/attach a separate letter of application
   - enclose/attach a Curriculum Vitae

The successful candidate will be required to present original documents in relation to teaching/other qualifications prior to appointment.

The successful candidate will also be required to present the TUSLA Children First eLearning Certificate and provide Garda Vetting Documents prior to commencement.
It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for any position.

As with all positions the position is subject to sanction by the Department of Education and Youth and the post not being required for the redeployment process.

Throughout this form where necessary add additional boxes,
but order of questions must remain the same and no questions should be deleted.

Name of Applicant:	
What teaching position are you applying for?	
What subjects are you registered with the Teaching Council to teach?	
What additional teaching subjects did you study as part of your degree (e.g. in first year or other years)?	

All information provided in this form is confidential

APPLICANT'S PERSONAL DETAILS	
Name (*as per Teaching Council Register):*	
Postal address (including Eircode):	
Personal email address:	
Mobile Phone Number	
Teaching Council Number:	
PPSN:	

DETAILS OF ACADEMIC QUALIFICATIONS INCLUDING QUALIFICATIONS TO TEACH

- MOST RECENT FIRST (IF NECESSARY, EXPAND THE SECTION).
- INCLUDE UNDER-GRADUATE AND POST-GRADUATE QUALIFICATIONS.
- INCLUDE ANY QUALIFICATIONS IN SPECIAL EDUCATION, IF APPLICABLE.
- THE SUCCESSFUL CANDIDATE WILL BE ASKED TO PRESENT ORIGINAL DOCUMENTS.

Qualification	Awarding University, College or Institute	Length of Course	Final Date of Course	Final Result/ Grade

TEACHING COUNCIL REGISTRATION			
Registration Number			
Please tick (✓) as appropriate:	**Full**	**Conditional**	**Pending**
Pending: If pending state the date of submission of application			

SECOND LEVEL DETAILS			
Name and address of Secondary School attended		**Leaving Cert Year**	

LEAVING CERTIFICATE RESULTS					
Subject	**Level (H, O, F)**	**Result**	**Subject**	**Level (H, O, F)**	**Result**

TEACHING EXPERIENCE – MOST RECENT FIRST (IF NECESSARY, EXPAND THE SECTION). *IF NEWLY QUALIFIED, PLEASE GO TO NEXT SECTION					
Employer (name and address)	**Dates Day/Month/Year**		**Nature of Employment** CID, PWT, F/T, S/P, P/T	**Subjects Taught**	**Timetabled hours per week per subject**
	From: To:				
	From: To:				
	From: To:				

CID - Contract of Indefinite Duration; PWT - Permanent Whole Time; F/T - Fixed Term;
P/T - Part-time; S/P - Specific Purpose *(note please specify for what purpose)*

***THIS SECTION SHOULD ONLY BE FILLED IN IF NEWLY QUALIFIED PLEASE INSERT TEACHING PRACTICE GRADES** – MOST RECENT FIRST (IF NECESSARY, EXPAND THE SECTION).					
School Name	**Address**	**Class taught**	**Dates Day/Month/Year**		**Grade**
			From: To:		
			From: To:		
			From: To:		
			From: To:		

OTHER RELEVANT EMPLOYMENT EXPERIENCE – MOST RECENT FIRST (IF NECESSARY, EXPAND THE SECTION).				
Employer/Project	**Position**	**Duties**	**Dates Day/Month/Year**	
			From: To:	
			From: To:	

SUBJECT AND LEVELS TAUGHT PLEASE TICK (✓) AS APPROPRIATE (IF NECESSARY, EXPAND THE SECTION).								
Please specify subjects taught	LC (HL)	LC (OL)	JC	TY	LCA	JSCP	SEN	Team Teaching
Subject 1:								
Subject 2:								
Subject 3:								
Subject 4:								

POST(S) OF RESPONSIBILITY HELD *(IF ANY)* – MOST RECENT FIRST (IF NECESSARY, EXPAND THE SECTION).				
SCHOOL NAME	ADDRESS	POSITION(S) HELD	DATES	
			From: To:	
			From: To:	

ADDITIONAL QUALIFICATIONS IF APPLICABLE E.G. ICT, SEN (IF NECESSARY, EXPAND THE SECTION).				
College(s)	**Qualification**	**Year received**	**Result**	**Modules Studied**

List any professional development or in-service courses that you have attended IN THE LAST 2 ACADEMIC YEARS, *outside of the school-based Oide in-service whole school days and cluster days.* **(IF NECESSARY, EXPAND THE SECTION).**				
Date(s)		**Day/Night**	**Professional Development Course Title**	**Training Body**
From: To:				
From: To:				
From: To:				
From: To:				

AREAS OF SPECIAL INTEREST – CURRICULAR/CO-CURRICULAR/EXTRA-CURRICULAR/ETC (IF NECESSARY, EXPAND THE SECTION).	
Area	**Expertise/Experience/Specialism undertaken in College**

OTHER AREAS OF LEARNING (OALS) THAT YOU WOULD BE INTERESTED IN SUPPORTING IN THIS SCHOOL. **(NOTE: OALS ARE SCHOOL RELATED ACTIVITIES THAT YOU MIGHT LEAD OUTSIDE OF THE CLASSROOM).** **(NOT MORE THAN 100 WORDS)**
Please type here and expand box (remove this sentence before typing)

PLEASE INDICATE HOW YOU THINK YOUR EXPERIENCE/SKILL(S) CAN ASSIST IN THIS PARTICULAR POST **(NOT MORE THAN 100 WORDS)**
Please type here and expand box (remove this sentence before typing)

PLEASE INDICATE HOW YOU THINK YOU CAN CONTRIBUTE TO THE ETHOS AND SUCCESS OF THIS SCHOOL **(NOT MORE THAN 100 WORDS)**
Please type here and expand box (remove this sentence before typing)

ADDITIONAL INFORMATION (NOT ALREADY MENTIONED) TO SUPPORT YOUR APPLICATION **(NOT MORE THAN 100 WORDS)**
Please type here and expand box (remove this sentence before typing)

NAMES AND CONTACT DETAILS OF REFEREES*			
Referee 1		**Referee 2**	
Name:		Name:	
Role:		Role:	
Address:		Address:	
Work Number:		Work Number:	
Mobile Number:		Mobile Number:	
Email:		Email:	

***Please Note:**

1. Only those referees who know you in a **professional capacity** should be included. Two names should be provided.
2. Close relatives and friends **should not** be listed as referees.

3. As it is probable that referees will have to be contacted outside of school times, it is crucial that phone numbers (preferably mobile numbers) outside of working hours, are given.
4. If the current employer (*where applicable*) is not named as a referee, the Selection Board reserves the right to seek a reference from the current employer.
5. The Selection Board in its sole discretion will determine the suitability of any reference.
   The Selection Board further reserves the right to seek from a candidate the names of additional referees.

DECLARATION
I hereby declare that all the particulars furnished on this application form are true and correct to the best of my knowledge and that I am aware of the qualifications, requirements and particulars for this post, as set out in the advertisement and other relevant documentation. I understand that the school owes a duty of care to its students and therefore the school must satisfy itself, in so far as is reasonably practicable, that no person employed or engaged by the school poses a threat to students. I confirm that I am not aware of any child protection, safeguarding or other issues that may affect my suitability to work with children or young people. I understand that, if I am offered and accept a position, I will be required, prior to taking up the role, to provide a valid Statutory Declaration and to complete the Form of Undertaking (link). I will also provide the Children's First eLearning Certificate. I confirm that I have read the school's Child Safeguarding statement add risk assessment (link)

Signature:		Date:	

Teaching Post Advertisement Privacy Notice: CBS New Ross Co Wexford

Who is collecting the data: Board of Management, CBS, Mountgarrett, New Ross, Wexford, Y34WR12 Tel: (051) 421384

This Privacy Notice governs the manner in which CBS New Ross 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 Details;
- Payment details;
- Statutory deductions
- Voluntary deductions
- Service history incl. References;
- Leave including Sick leave / Secondments;
- Qualifications and Results (2nd and 3rd Level) and 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 (staff) for purposes including:

- your application for employment;
- to provide you with appropriate direction and support in your employment;
- to care for your health and wellbeing;
- 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 unauthorised 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. If you apply for a position but you are unsuccessful, will retain your data for up to 18 months after close of the competition. After this time, your data will be destroyed by confidential shredding or deletion from our school's database. In certain circumstances we may retain your data longer, these circumstances and the retention period are outlined in CBS New Ross School Data Protection Policy.

Sharing your personal information

We may share your data with the Department of Education and Skills, State Examinations Commission, 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 that 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. 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).

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 our lead supervisory authority - Office of the Data Protection Commissioner (www.dataprotection.ie);

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.