

**Mercy Secondary School, Mounthawk, Tralee.  
(roll number 68070E)**

**One (1) standard SNA Full-time Position (32 hours )**

**Application Form for**

**One (1) standard SNA post (32hrs) expected to commence on 1<sup>st</sup> Sept 2025 subject to Department of Education sanction in the context of the establishment of a special class for students with Autism.**

*A general description of the roles and responsibilities is available in Department Circular 0030/2014.*

**Notes on the completion of this form**

- *Completed application forms will only be accepted via email. No CV's, only this official application form, will be considered as valid for this competition.*
- *Please note that applicants who wish to be considered for more than one post advertised by this school, must complete a separate application form in respect of each post.*
- *All sections of the application form must be fully completed giving as much detail as possible of your skills and experience relating to this post application as shortlisting will be based on the information gathered from this form.*
- *The Board of Management of this school is an equal opportunities employer*
- *A panel may be created following the interviews from which future vacancies (including cover SNA vacancies) may be filled. The panel will remain in place till the end of the 2025/26 school year.*
- *Only short listed candidates will be contacted.*
- *If applicable, applicants are invited to submit a valid certified copy of the Panel Form 1 (PF1) as outlined in the relevant circular. Please ensure that it is attached and indicated in section 4 of the application form below.*
- ***Please e-mail the completed form to [applications@mercymounthawk.ie](mailto:applications@mercymounthawk.ie) by 2.00p.m. on MONDAY 11<sup>th</sup> AUGUST 2025, the closing date for applications.***
- *An e-mail copy is sufficient for application, but you will be required to bring a signed copy to the interview should you be called.*
- *Provisional interview dates - week of 18<sup>th</sup> August 2025*

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**E-mail:** \_\_\_\_\_ (optional)

Dates	School/College	Subjects Taken	Level and Grade attained
Second Level Education			
Post 2 <sup>nd</sup> level qualifications			
Dates	College	Qualification	Level / Result (eg 1.1, 2.1 etc...)

Qualifications as an SNA or in Special Education Needs/Resource			
<b>Dates</b>	<b>College</b>	<b>Qualification</b>	<b>Level / Result (eg 1.1, 2.1 etc...)</b>
<p><b>Please indicate that you fulfill the minimum qualification for appointment as per circulars 0051/2019 and 0026/2021:</b>  FETAC level 3 major qualification on the National Framework of Qualifications OR a minimum of three grade Ds in the Junior Cycle OR Equivalent</p> <p style="text-align: center;"><b>Yes                  No</b></p>			

**2. Additional Professional Qualifications (Certificates/Diplomas or Training)**

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**3. List any in-service you have attended.**

<b>Dates</b>	<b>Name of course</b>


**4. Post qualification work experience as an SNA. (in particular, please highlight work in a second level school)**

<b>Post qualification work experience as an SNA. (please highlight work in a second level school)</b>		
Dates From – to	Position and Duties	Organisation
<b>Other related work experience</b>		
Dates: From - to	Position and duties	Organisation

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**4.2 I have attached a valid certified copy of Panel Form (PF1)    yes    no**

**5. What is your understanding of the role of an SNA in a special class for Autistic students? Please indicate any experience you have had in this role.**

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**6. What key competencies, in your opinion, are required especially in responding to students with acute primary care needs in urgent situations? Please indicate any experience you had had in this role.**

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7. In what way might you, as an SNA, contribute to sustaining the Catholic ethos of Mercy Mounthawk as outlined in the CEIST charter available on line at [http://www.ceist.ie/about us/index.cfm?loadref=8](http://www.ceist.ie/about_us/index.cfm?loadref=8)

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8. Comment on the pastoral role of an SNA in a modern Secondary School?

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9. Are there any restrictions on your right to work in this country? Yes: No:

If yes, please give details

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## 10. Vetting

Please note that employment in this school is subject to the terms of circular 0031/2016 from the Department of Education and the Vetting act which commenced from 29 April 2016

Under this act, the school will have to obtain a vetting disclosure from the Bureau prior to any employment. As an additional safeguard, should you be employed here, a ***Statutory Declaration*** and ***Form of Undertaking*** must be completed and provided to the school authority prior to making a teaching appointment of any duration.

***If the following section is not completed, your application will not be considered for processing.***

9.1 Have you been investigated by the Gardaí, HSE, or your employer in relation to substantiated complaints made concerning your treatment of children?

YES

NO

9.2 Were you the subject of any allegation of criminal conduct or wrongdoing towards a minor?

YES

NO

9.3 Are you aware of any material circumstance in respect of your own conduct which touched/touches on the welfare of a minor?

YES

NO

The school undertakes that all responses furnished by you in respect of the above questions will be treated as confidential, subject to any reporting obligations which may be imposed on the school, pursuant to “Children First” published by the Department of Children and Youth Affairs, the Child Protection Procedures for Primary and Post Primary Schools published by the Department of Education and Skills or pursuant to any legal obligation imposed on the school to facilitate the effective investigation of crime.

In the event of your being recommended for appointment to this position the Board of Management is obliged to comply with the terms of current DES Circular Letters. The Board of Management’s policy is that all new personnel recommended for appointment will be vetted and that the outcome of the vetting will be considered having regard to the school’s vetting policy.

This applies in respect of all recommendations for appointment to teaching, principal, deputy principal and support staff positions where the person recommended for appointment is not currently an employee of the school and applies irrespective of whether the person has been previously vetted or not.

Please note that appointment to the position is subject to the outcome of the vetting process and the Board of Management's determination of suitability for employment in the position having regard to the vetting information received. No appointment will be confirmed until the aforementioned steps have been completed.

Further note that it is essential that you make appropriate and full disclosure in response to the questions at 9.1, 9.2 and 9.3 above. In the event of an offer of employment being made to you by the board of management, this personal declaration will constitute a fundamental term of the contract of employment. If, at any time, it is subsequently established that you have made an incomplete and/or inaccurate disclosure in this declaration, you may face disciplinary action, up to and including dismissal.

**HAVE YOU COMPLETED THE TUSLA CHILD FIRST TRAINING  
PLEASE TICK**

Yes: ☐ No: ☐

**11. Please supply the names and addresses of two referees**

<b>1<sup>st</sup> Referee</b>		<b>2<sup>nd</sup> Referee</b>	
<b>Name:</b>		<b>Name:</b>	
<b>Organisation Name &amp; Address:</b>		<b>Organisation Name &amp; Address:</b>	
<b>Telephone No./Ext &amp; Email Address:</b>		<b>Telephone No./Ext &amp; Email Address:</b>	
<b>Position Held:</b>		<b>Position Held:</b>	
<b>Your professional connection with this referee:</b>		<b>Your professional connection with this referee:</b>	



## **12. DECLARATION**

**Please read before signing this application form**

- I declare that the information I have provided is true and accurate and that I have not omitted any material facts. I accept that the offer of employment is conditional on the provision by me of true, accurate information with no material omissions.
- I give my consent to Mercy Secondary School Mounthawk in making such reasonable enquiries as it sees fit in respect of my application.
- The accuracy of information provided may be checked with other organisations. Mercy Mounthawk may obtain from or provide information to third parties for the purposes of the detection and prevention of crime.
- I understand that the data obtained in this application form is obtained for the specified purpose of the advertised competition for which I have applied and will be used for the purpose of the competition advertised. In compliance with this school's Data Protection Policy, this data will be held securely for the specified period and thereafter will be disposed of through confidential shredding and deletion.

**Signature of Applicant..... Date.....**