ST. BRIGID'S
PRESENTATION SECONDARY SCHOOL

Application Form for a teaching post funded by monies from the Oireachtas.

All posts subject to the approval of the Director of Redeployment, sanction by the DEY, completion of Statutory Declaration and Form of Undertaking and satisfactory Vetting Disclosure as per Section 14 of National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Applicant's Name: _____

Position for which application is being made: SBK 04/26 Learning Support and SEN

Notes on the completion of this form

- *Completed application forms will only be accepted via email. No CV's should accompany this form.*
- *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. Shortlisting will be based on the information gathered from this form.* ***Candidates who fail to complete their application form in full may not be shorlisted. Candidates must provide the name and contact details of their referees and ensure they are available to provide a refererence during the proposed dates for interview (week of 23rd November 2026)***
- *The Board of Management of this school is an equal opportunities employer.*
- *A panel may be created following the interviews.*
- *Only candidates who are registered with the required subject/subject combinations will be short-listed and only short-listed candidates will be contacted.*
- *Exact specification of contracted hours granted will depend on timetable needs. This includes the exact number of hours given and the combination of subjects.*
- Please e-mail the completed application form with "**Application Form"** in the subject line to **recruitment@sbk.ie** by **4pm on 19th November 2026**, the closing date for applications. The application form must be **typed** in **Arial Font 12**.

1. PERSONAL INFORMATION

Details	
Surname:	
First Name(s):	
Home Address:	
Contact Details:	Work: Home: Mobile: E-mail:

Teaching Council Registration Details	
Are you registered with the Teaching Council?	**YES:** ☐ **NO:** ☐
Teaching Council Registration number:	
Registration valid until (Date):	
What sectors are you registered for?	**Post Primary** ☐ **Further Ed** ☐
Subjects qualified to teach (as per your Teaching Council Registration)	

Are you currently on career break?					
Have you availed of the Incentivised Scheme for Early retirement (ISER)?					
Are you in receipt of a Civil or Public Service Pension?					
Have you retired from Teaching Service?	Yes		No		If retired under Strand 1 or 2 please specify:

2. Education Record

Leaving Certificate

Year	School/College	Subjects	Level	Grade attained
		1.		
		2.		
		3.		
		4.		
		5.		
		6.		
		7.		
		8.		
Total points achieved in Leaving Certificate:				

My Third Level Qualifications are:

Dates	College	Title of Course	Degree details *(specify final year subjects)*	Degree result *(ie 1.1, 2.1 etc)*

My Teacher Education Qualifications are:

Dates	College	Title of Course	Examination – overall result of qualification	Teaching practice result in final placement

Additional Professional Qualifications (Certificates/Diplomas or Training)

Course Title	Qualification	Year of Award	Result	College/Institution

In-service/Continuous Professional Development Courses				
Dates		Title of Course	Name of Organiser	Nature of Award
From	To			

3. TEACHING AND PROFESSIONAL EXPERIENCE

Teaching experience to-date (start with the most recent and work backwards)

Dates From - to	Subjects taught and to what level	School/College/Organisation

Other professional experience to date

Dates From - to	Job Description	School/College/Organisation

Are there any restrictions on your right to work in Ireland? YES: ☐ **NO:** ☐

If yes, please give details: _____

4. Extra-curricular activities in which you have been and/or would be prepared to be involved?

Please outline:

5. Any other relevant information:

Please outline:

Please note that skills and experience acquired outside of an education setting can sometimes be just as relevant as those gained within the setting.

6. KEY SKILLS

What key skills, in your opinion, are necessary to be an effective teacher of your subject in a modern secondary school?

_____

_____

_____

_____

_____

_____

_____

7. PASTORAL ROLE

Comment on the pastoral role of a teacher in a modern Secondary School?

_____

_____

_____

_____

_____

_____

8. ETHOS

I understand that **St. Brigid's Presentation Secondary School** is a Catholic school under the trusteeship of CEIST. I have read, accepted and undertaken to support and promote the core values expressed in the CEIST Charter as available online at http://www.ceist.ie/about_us/index.cfm?loadref=8

YES ____ NO ___

In what way might you, as a subject teacher contribute to sustaining and enhancing the Catholic ethos of **St. Brigid's Presentation Secondary School**?

_____

_____

_____

_____

_____

9. CHILD PROTECTION AND 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

9.4 Have you completed the Tusla Children First Online training?

YES NO

If shortlisted, you will be asked the following question at interview:

Are there any child protection, safeguarding, or other issues that may affect your suitability to work with children or young people, that you wish to bring to the attention of the interview panel?

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 Youth 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 DEY 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.

10. REFERENCES

Please give the names and addresses of two referees from whom St. Brigid's Presentation Secondary School can request references on your behalf. References may sought either **before or after** interview. One referee should be a recent employer. Both referees should have been in a position of responsibility within the employing organisation(s). They must not be related to you or be known to you only as a friend. If you are unable to provide these please give details of someone who knows you in other than a personal capacity and who is prepared to provide a reference for you.
[Please note: your referees may be contacted without further communication with you and prior to interview if shortlisted for interview].

1st Referee		**2nd Referee**	
Name:		**Name:**	
Organisation Name & Address:		**Organisation Name & Address:**	
Mobile Telephone No. & Email Address:		**Mobile Telephone No. & Email Address:**	

Position Held:		**Position Held:**	
Your work connection with this referee:		**Your work connection with this referee:**	
If you were known by another name when employed please specify:		**If you were known by another name when employed please specify:**	
Dates of employment to/from (if applicable)		**Dates of employment to/from (if applicable)**	

11. 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 St. Brigid's Presentation Secondary School 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. St. Brigid's Presentation Secondary School 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 complaince 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.

In the event that I am shortlisted I will provide copies of the following documents on the day of the interview:

A copy of my Teaching Council Confirmation of Registration Form ☐

A copy of my degree and H. Dip (PME) parchments and transcripts ☐

Signature of Applicant: _____

Date: _____