ASHBOURNE COMMUNITY SCHOOL
TEACHER APPLICATION FORM
GUIDANCE NOTES 2026-27

1) Ashbourne Community School is an Equal Opportunities Employer. Canvassing will disqualify.

2) Shortlisting will apply and ONLY shortlisted candidates will be contacted.

3) In order to be eligible to apply for and be appointed to a Teaching Post with Ashbourne Community School, **you must be registered with or in the process of registering with the Teaching Council** in accordance with section 31 of the Teaching Council Act, 2001.

4) All appointments are subject to the sanction and approval of the Department of Education and the post not being required for Redeployment.

5) Your application will be assessed on the information you submit on the official application form. Therefore it is important that it is completed as fully and as comprehensively as possible.

6) Applicants, who wish to be considered for more than one post, **must** complete a separate application form in respect of each post.

7) The application form MUST be typed.

8) Take note of the closing date for the competition and make certain your application is submitted in ample time. **LATE APPLICATIONS WILL NOT BE ACCEPTED.**

9) Please read the application form carefully. You must ensure that your application gives clear evidence of your knowledge, skills and experience. Should short listing apply, the information contained in the application form will be used for this purpose. It is important that the qualifications set out in the application form are correct and can be verified, as the original documentation will be sought should an offer of appointment be made. Any discrepancy will result in the offer of employment being withdrawn.

10) Applications can be sent by email to **recruit@ashcom.ie** (please note that you will be required to sign the declaration at the end of the application form at the interview).

11) Ashbourne Community School will treat all personal data you provide on this form as confidential and will use it solely for the purpose intended. The information will only be disclosed as permitted by law or for the purpose listed by the Data Protection Commissioner (DPC). If the information you have provided is to be used for the purpose other than outlined by the DPC, your permission will be sought.

12) There is a requirement for a teacher to be medically fit for teaching. Every teaching employment offer is subject to the teacher or candidate being assessed as fit to undertake the teaching post. This will be ascertained via the Occupational Health Service of the Public Service Sector, i.e. Medmark.

13) From April 2016, there is a requirement for all teaching staff to be electronically vetted by the National Vetting Bureau (NVB) through the Teaching Council. Every teaching employment offer is subject to the teacher or candidate being vetted by the NVB and approval by the Board of Management at Ashbourne Community School.

APPLICATION FOR TEACHING POSITION 2026/27

PLEASE READ GUIDANCE DOCUMENT ON PAGE 1 BEFORE COMPLETION.

Teaching Post/s Applied for:

SUBJECTS AS PER ADVERTISEMENT – June 2026

SUBJECT/S: ENGLISH AND HISTORY
x 22 hours Maternity Leave contract

Please state subjects qualified and registered to teach with the Teaching Council.

PHOTO

Have you previously applied for a position at Ashbourne Community School?

Yes ☐ **No** ☐ **If Yes, state Year of application :** _____

Were you shortlisted and interviewed? Yes ☐ **No** ☐

1. APPLICANT PERSONAL DETAILS

Title	**Surname**	**First Name**
Home Address:		**Correspondence Address** ***(if different)***
Home Tel.:	**Work Tel.:**	**Mobile:**
Email Address:		
Do you require a work permit?		
Present Position/Job Title:		
Employer/Address:		
How much notice do you need to give your current employer?		
Teaching Council Registration Number:		
State ALL Subject/s registered to teach		
Registration level		Full ☐ Conditional ☐
IMPORTANT: **Please attach your teaching council letter of registration showing all of these details**		

2. EDUCATIONAL DETAILS

Leaving Certificate Results

School:					***Year of Completion:***				
Subject		**H**	**O**	**Grade**	**Subject**		**H**	**O**	**Grade**
1		☐	☐		5		☐	☐	
2		☐	☐		6		☐	☐	
3		☐	☐		7		☐	☐	
4		☐	☐		8		☐	☐	

Primary Degree

University/Institute/College:		
Degree Title: e.g. B. Arts, B. Science etc..		
Award/Grade (Hons/Pass)	**Year of Entry:**	**Year Qualified:**
1st Year Subjects:	**Final Year Subjects**	

PGDE/ PME / Equivalent (Teaching qualification)

Awarding Body:		
Teaching Practice Grade (Mandatory)	**Length of Course :** **Grade (Hons/Pass):**	**Year of Award**

Masters Degree

Awarding Body:		
Subjects:	**Length of Course :** **Grade (Hons/Pass):**	**Year of Award**

Other qualifications

University/Institute/College:		
Title (Degree/Diploma etc.)		
Award/Grade (Hons/Pass)	**Year of Entry:**	**Year Qualified:**

Inservice:
(List any relevant CPD you have taken in the previous two years.).

In-service Training Course	***Length of Course***	***Year***

3. EMPLOYMENT RECORD

NAME & ADDRESS OF SCHOOL	Dates		STATUS/CONTRACT TYPE (Please tick as appropriate)			
	From	To	T/P	P/T Casual/Non Casual	PRPT/1 Yr Fixed Term	CID/PWT

Subject Details Please specify subjects taught during the last 3 years only. Please complete all sections for each subject.	*LC H*	*LC O*	*JC*	*TY*	*LCA*	*JSCP*	*SEN*	*Team Teach*
Subject 1:								
Duration (yrs & mths):								
Subject 2:								
Duration (yrs & mths):								
Subject 3:								
Duration (yrs & mths):								

USE OF ICT IN TEACHING AND LEARNING

Please outline your experience of using ICT in teaching and learning to date.
For NQTs please outline your planned use ICT in teaching and learning in the classroom.

Please use bullet points

EXTRA CURRICULAR ACTIVITIES WITHIN SCHOOL

Please give details of activities that you have been involved in – to include dates:
For NQTs please indicate the extra-curricular activities that you would like to be involved in.

Please use bullet points

DETAILS OF EXTRA CURRICULAR ACTIVITIES OUTSIDE OF SCHOOL

Please use bullet points

AREAS OF RESPONSIBILITY IN SCHOOL: COORDINATION, PLANNING etc.

Please use bullet points and indicate dates – from / to

OTHER RELEVANT EXPERIENCE (E.G. NON TEACHING EXPERIENCE, COMMUNITY INVOLVEMENT ETC.)

Dates		Name of Organisation	Status (If relevant)	Brief Description of Duties or Involvement
From (mm/yy)	To (mm/yy)			

Please provide any additional relevant information in your cover letter with this application form.

4. REFERENCES

Please provide names, addresses and position/occupation of two people (other than relatives or friends) with knowledge of you and your work from whom a professional reference can be sought. One should be your current or most recent employer. Please note: your referees may be contacted without further communication with you and prior to selection interview if shortlisted for interview.

Name: Position/Job title:	Full Address:
Tel/Mobile:	Email
Name: Position/Job title:	Full Address:
Tel/Mobile:	Email:

5. PERSONAL DISCLOSURE/GARDA VETTING

Have you been vetted via the Garda Central Vetting Unit? **Yes** ☐ **No** ☐

Ashbourne Community School is obliged to ascertain that no employee poses a threat to students or staff. ACS must, therefore, ask the following questions at recruitment stage:

Have you ever been convicted of a criminal offence and/or an offence related to Child Welfare?

YES ☐ **NO** ☐

Have you ever been the subject of an inquiry of investigation by the HSE/An Gardaí concerning a child welfare matter, or an investigation arising from a complaint/allegation of child abuse or wrongdoing towards a minor?

YES ☐ **NO** ☐

6. DECLARATION AND SIGNATURE

- Please sign the form below, certifying that all information you have provided is accurate.
- The Committee may wish to check any of the details you have provided
- Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.
- If applicable please complete the Statutory Declaration and/Form of Undertaking (available to download from the Recruitment Page of the school's website www.ashcom.ie).

I declare that the information supplied in this application is accurate and true.

Signed: _____ Date: _____

Completed applications forms for this position should be sent via email to **recruit@ashcom.ie** ONLY addressed to ***The Secretary, Board of Management, Ashbourne Community School, Ashbourne, Co. Meath no later than noon on Friday, 27th November, 2026.***

Late applications will not be accepted.

PLEASE NOTE: If you are awaiting confirmation of registration with the Teaching Council, please insert "PENDING" in the Teacher Registration Number section of this application form. Any offer of employment will be conditional on registration with the Teaching Council and subject to Garda vetting procedures.