

Mercy Secondary School Mounthawk, Tralee.



**Fixed-purpose post to cover Maternity Related Leaves in
Additional Education Needs (AEN) Teaching (11 hours)
starting end of November 2025 – 1 position.**

**These fixed-purpose teaching posts are funded by monies from the
Oireachtas and are subject to DES circulars and sanction.**

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 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 to provide for other appointments to vacancies in these subject areas.*
- *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 form to applications@mercymounthawk.ie by 2.00p.m. on ????? November 2025 with interviews the week of the ??? November.***
- ***An e-mail copy is sufficient for application, please include a digital signature.***

1. PERSONAL DETAILS

Details	
Name	
Address	
Telephone	
Email	

Teaching Council Registration Details ¹	
Are you registered with the Teaching Council?	YES: NO:
What is your Teaching Registration Council number?	
What sectors are you registered for?	
Please list your subjects registered with the Teaching Council	List:

Are you currently on a career break?	YES: NO:
Have you retired from teaching?	YES: NO: If retired under Strand 1 or 2 please specify:

2. EDUCATION RECORD

Leaving Certificate

Dates	College	Subjects	Grade attained
Total points achieved in Leaving Certificate:			

¹ Please note that Mercy Mounthawk is a Droichead school for the purposes of the registration process.

Third Level Qualifications:

Dates	College	Degree details <i>(subjects each year – specify final year subjects)</i>	Final year – Degree result <i>(ie 1.1, 2.1 etc)</i>

Teacher Education Qualifications:

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

Additional Professional Qualifications (Certificates/Diplomas or Training).

Other Qualifications held	Course Title	Year of Award	Pass or Honour s	College

3. TEACHING EXPERIENCE TO DATE

Dates employed to/from	Name & address of School/Centre / Organisation	Position held & contract type (PWT/ CID/TWT/PRCT/PT) (Please state hours)	Nature of work including subjects & levels taught

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 indicate hobbies, interests and skills and involvement in any voluntary or community organisations.

Please outline:

Please note that skills and experience acquired outside of work can sometimes be just as relevant as those gained in work.

6. KEY SKILLS

Do you see any skills that are specific to the teaching of the subject(s) in the job for which you are applying?

Please comment on Subject Knowledge, teaching competence, classroom management, interpersonal skills, ICT skills in teaching and any other area you see as relevant.

7. AEN ROLE

Comment on what you understand are the key elements of the role of a teacher with responsibility for AEN students and the promotion of LITERACY or NUMERACY in a modern Secondary School?

8. ETHOS

I understand that Mercy Mounthawk 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 on line 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 the Catholic ethos of Mercy Mounthawk?

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

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: ☐

10. REFERENCES

1 st Referee		2 nd Referee	
Name:		Name:	
Organisation Name & Address:		Organisation Name & Address:	
Phone No. & Email Address:		Phone No. & Email Address:	
Position Held:		Position Held:	
Your professional connection with this referee:		Your professional connection with this referee:	

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 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 accept that once I have commenced employment, Mercy Secondary School Mounthawk will be entitled to terminate my contract without notice or withdraw the offer of employment if information in this application is untrue or inaccurate or if there are material omissions from it.
- 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 18 months from close of competition – 12 months from the end of the competition and a further 6 months for any appeal. The records will thereafter be disposed of through confidential shredding and deletion. Please see our data protection policy at: <http://www.mercymounthawk.ie/wp-content/uploads/2012/08/Mercy-Secondary-School-Mounthawk-Data-Protection-Policy-ratified-may-2019-.pdf>

Signature of Applicant.....

Date.....