

St. Brendan's College, Killarney, Co. Kerry.

Application Form for

1.5 SNA Positions

**funded by the Department of Education and Youth (1 position 32 hours NCSE
Allocated and 1 x 0.5 position (UKN SNA Support on Temporary basis))
beginning on 1st September 2025**

**Have you previously been appointed to an SNA position in St. Brendan's
College, Killarney, Co. Kerry**

Yes ☐ **No** ☐

If Yes, state Year(s) of appointment: _____

Name:

Address:

Telephone

Contact

Details:

E-mail:

1. Education Record

Dates	School/College	Subjects Taken	Level and Result
Second Level Education		Points achieved:	
Third Level Qualifications			
Dates	College	Professional Qualification	Level / Result

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

3. List any in-service you have attended.

Dates	Name of course

4. Work Experience to date

Dates: From – to	Position and Duties	Organisation

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YES **NO**

In what way might you, as an SNA, contribute to sustaining the Catholic ethos of St. Brendan's College, Killarney.

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

9. Are there any restrictions on your right to work in this country?

Yes: ☐ **No:** ☐

If yes, please give details

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.

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

Yes: ☐ **No:** ☐

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

Yes: ☐ **No:** ☐

10.3 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 10.1, 10.2 and 10.3 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.

11. Please supply the names and addresses of two referees

(One of whom should know you in a professional capacity and the other in a position to provide a character reference for you)

(a) Name

Address

Telephone

(b) Name

Address

Telephone

Please sign the form below, certifying that all information you have provided is accurate.

The Interview Board 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.

I certify to the Board of Management that the information provided in this application is true and correct.

Signature of Applicant

Date

- The Board of Management of this school is an equal opportunities employer
- Short listing of candidates may take place
- A panel may be created following the interviews.
- Only short listed candidates will be contacted.

***Please email the completed Application Form to
recruitment@stbrendanscollege.ie by
4 p.m. on Thursday 3rd July 2025 with interviews to be held Wednesday 9th July
2025***