



St Munchin's College

Application Form - Teaching Position

OUR SCHOOL

St. Munchin's College is a Catholic Diocesan Secondary School under the patronage of the Bishop of Limerick.

The College motto – “Veritas in Caritate” – is taken from St. Paul:-

“If we live by the truth and in love, we shall grow in all ways.”

We see the College as a caring community, in which teachers, students and parents share the Christian ideal. We endeavour to create and sustain such a community so that each of our students can “grow in all ways” – emotionally, intellectually, morally, physically, socially and spiritually.

By creating an environment which is favourable to learning, respects the dignity of each individual and actively promotes his self esteem, an environment which is committed to a just and equitable treatment for all, the College tries to ensure that its students are given an education and a value system which will enable them to become responsible members of a rapidly changing society.

St. Munchin's College aims to be true to its tradition and open to new expressions of that tradition. The founding intention in 1796 centred around preparing students to study as seminaries for the Diocese. This tradition has evolved so that the College is now mindful of its role in forming leadership for the local church and wider community. St. Munchin's College intends to enable young people to be leaders – lay and ordained – in the community of faith in the Diocese of Limerick and beyond. The College wishes to pass on to its students a solid foundation and experience of faith and an understanding of the Diocese and Church in Limerick.

APPLICATION FOR TEACHING POSITION - St Munchin's College

Teaching Post(s) Applied for:

1. PERSONAL DETAILS

First Name:	Surname:
Home Address:	Correspondence Address: (if different)
Home Phone Number:	Mobile Phone Number:
Email Address:	
Are there any restrictions regarding your employment? Yes ☐ No ☐ (if you answer Yes, please provide details on separate sheet) Do you require a Work Permit? Yes ☐ No ☐ Are you registered with the Teaching Council? Yes ☐ No ☐ If YES, Teaching Council Registration Number: _____ If NO, are you eligible for registration and willing to register? _____ (Please state subjects qualified to teach at Post-Primary Level) _____ _____ _____	
Please note that the successful candidate will be paid by DES and will have to fulfill DES conditions which include registration with the Teaching Council.	

2. PRESENT POSITION

Please give details of your current position:		
Employer:	Address:	Job Title:
How much notice do you need to give your current employer?		

3. QUALIFICATIONS

3.1 Primary Degrees/Diplomas:	
University/Institute/College:	
Qualification (Hons/Pass):	Awarding Body:
Year of Entry:	Year Qualified:
Subjects studied:	
First Year Subjects	Final Year Subjects
3.2 PGDE / HDIP / or Equivalent:	
University/Institute/College:	
Qualification:	Awarding Body:
Year of Entry:	Year Qualified:
Subjects studied:	

3.3 Postgraduate Qualifications	
University/Institute/College:	

Qualification:	Awarding Body

3.4 Other Qualifications	
University/Institute/College:	
Qualification (Hons/Pass):	Awarding Body:
Year of Entry:	Year Qualified:
Subjects studied / Thesis / Area of specialism:	

3.5 Continuous Professional Development / Training			
List any CPD / training you have received. Please include dates of the relevant training and duration of these courses. Start with the most recent and work backwards.			
Year	Duration of Course	Name of Course	Name of Organisation / Institution running course

4. EMPLOYMENT HISTORY

4.1 Teaching Experience

Please provide details of your teaching experience beginning with the most recent post.

Dates (From/To)	Name & Address of School	Contract Type PWT/RPT/Part- time	If pro-rata part- time, timetabled hours per week.	Subjects Taught	Level

4.2 Non-Teaching Experience (if applicable)

Please provide details of your work history beginning with the most recent post.

Dates (From/To)	Name & Address of Employer	Position held	Summary of Main Duties

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5. SUPPORTING STATEMENT

This section is for you to provide a summary of your teaching experience, your approach to teaching and any extra-curricular activities you have organised and are willing to promote.

1. How do you meet the needs of all students in your class? (Max 200 words)

2. What approach do you take in the following areas to meet students needs: Scaffolding learning, Effective Questioning and Formative Feedback? (Max 200 words)

3. Outline your approach to classroom and relationship management and how it supports quality learning & teaching. (Max 200 words)

4. Outline details of extra-curricular and/or co-curricular activities in which you are or have been involved. Describe the activities you would like to lead in St Munchin's College. (Max 200 words)

5. What is your understanding of the ethos of St Munchin's College? How do you see yourself supporting the school to embed this ethos? (Max 200 words)



6. REFERENCES

Please provide names, addresses and position/occupation of two people (other than relatives or friends) with knowledge of you and your work to whom professional reference can be made. 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].

Present or most recent employer:

Name & Title:	Position Held:	Telephone/Mobile :	Email:
Relationship to you:			
Full address:			

Other referee:

Name & Title:	Position Held:	Telephone/Mobile :	Email:
Relationship to you:			
Full address:			

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7. DECLARATION AND SIGNATURE

If this section is not completed, your application will not be considered.

Notes and Instructions

- 7.1 I have read the *Notes and Instructions for Completing the Teaching Position Application Form*. I understand that I will receive an email confirmation within 48 hours of submitting this application and that it is my responsibility to keep this proof of application or to contact the school if it isn't received.

Yes ☐ No ☐

Child Protection

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

Yes ☐ No ☐

- 7.3 Have you ever been the subject of any allegation of criminal conduct or wrongdoing towards a minor?

Yes ☐ No ☐

- 7.4 Are you aware of any material circumstance in respect of your own conduct which impinged/impinges on the welfare of a minor?

Yes ☐ No ☐

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 Child Protection legislation and procedures. The Board of Management's policy is that all newly appointed teachers and support staff will be vetted and that the outcome of the vetting will be considered in the light of the School's vetting policy. This applies irrespective of whether the individual has been previously vetted or not.

Authenticity of this application

- 7.5 I certify that the information provided herewith is true and correct.

Yes ☐ No ☐

- 7.6 I understand that should any of the information provided in this application be found to be false or inaccurate in any material way, the Board of Management reserves the right to disqualify this application or withdraw any offer of employment made. I also note that if the Board of Management finds in the future, that I have made an incomplete or inaccurate disclosure, I may face disciplinary action, up to and including dismissal.

Yes ☐ No ☐

Signed _____

Date _____

*Notes and Instructions for Completing the Teaching Position Application Form, this section may
be deleted from your application once completed*

PLEASE READ THE NOTES & INSTRUCTIONS CAREFULLY

Notes:

1. This form must be signed.
2. All questions must be answered.
3. Do not change the question numbers or sequence.
4. No letter of application, CV or written reference should accompany this form.
5. 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 the satisfactory outcome of the Garda vetting process.
6. All posts are subject to meeting the needs of the school, approval by the Board of Management, the Department of Education and Skills and the Directors of Redeployment agreeing to the posts being filled following completion of the scheme.
7. Only those referees who know you in a professional capacity should be included.
8. Close relatives and friends should not be listed as referees.
9. As it is probable that referees will have to be contacted outside of school times, it is crucial that phone numbers (preferably mobile numbers) outside of working hours, are given.
10. If the current employer (where applicable) is not named as a referee, the Selection Board reserves the right to seek a reference from the current employer.
11. The Selection Board in its sole discretion will determine the suitability of any reference. The Selection Board further reserves the right to seek from a candidate the names of additional referees.
12. Completed Applications should be returned by email only on or before 16:00hrs on the date advertised to: office@stmunchinscollege.ie office@stmunchinscollege.ie
13. The Board of Management of this school is an equal opportunities employer
14. Shortlisting of candidates may take place. Due to the volume of applications, only shortlisted candidates will receive further contact.

Instructions on filling out this form:

1. Complete ALL sections of this form in full.
2. Once completed, save the form in Word or PDF format using your main teaching subject and name as the new file name – e.g. **Maths (Murphy, Jane)**
3. Email the form as an attachment to office@stmunchinscollege.ie
4. In the Subject Box of your email, **only** type the subject you are applying for – e.g. **Maths**
5. Postal applications **will not** be considered.

6. You should receive a brief acknowledgement by email within 48 hours. If you do not, please contact the school immediately at office@stmunchinscollege.ie. Also, check your junk mail or spam folder.
7. The information that you provide on this form will be handled and stored in accordance with current Data Protection legislation. Except for the successful candidate, all records from the recruitment process will be held electronically for six months, after which time they will be permanently deleted.
8. Your application will be assessed on the information you submit on the official application form. Please ensure all sections are completed fully and accurately, giving clear evidence of qualifications, skills and experience.
9. No late applications will be accepted.