

# **Sligo Grammar School**

**Church of Ireland**

**Co-educational Day and Boarding School**



**Sligo Grammar School**

**The Mall**

**Sligo**

**APPLICATION FOR THE POST OF**

**SCHOOL ADMINISRATOR**

Application may be typed- Times New Roman, Font 12.  
Additional information may be supplied on a separate sheet where more space is needed.

### 1. PERSONAL INFORMATION

|                 |  |                   |  |
|-----------------|--|-------------------|--|
| <b>Surname</b>  |  | <b>First Name</b> |  |
| <b>Address</b>  |  |                   |  |
| <b>Landline</b> |  | <b>Mobile</b>     |  |
| <b>E-Mail</b>   |  |                   |  |

### PRIMARY / SECOND LEVEL EDUCATION

| <b>Dates<br/>From – To</b> | <b>Schools / Colleges</b> |
|----------------------------|---------------------------|
|                            |                           |

### 2. PROFESSIONAL QUALIFICATION

| <b>Name of<br/>Institution</b> | <b>Dates<br/>From – To</b> | <b>Qualification/<br/>Grades</b> | <b>Subjects</b> | <b>Awarding<br/>Body</b> | <b>Dates of<br/>Awards</b> |
|--------------------------------|----------------------------|----------------------------------|-----------------|--------------------------|----------------------------|
|                                |                            |                                  |                 |                          |                            |

### 3. COURSES/PROFESSIONAL DEVELOPMENT

| Name of Institution | Dates From – To | Course Details | Qualifications (if awarded) |
|---------------------|-----------------|----------------|-----------------------------|
|                     |                 |                |                             |

### 4. PRESENT POST

Name and address: \_\_\_\_\_

Type of Work: \_\_\_\_\_ Current pay: \_\_\_\_\_

Date of appointment: \_\_\_\_\_ Temporary/permanent (delete as appropriate)

Present post (job title and outline of current duties):

**5. EMPLOYMENTS (please list in chronological order)**

| <b>Dates<br/>From – To</b> | <b>Employer</b> | <b>Post</b> | <b>Responsibilities /<br/>Duties</b> |
|----------------------------|-----------------|-------------|--------------------------------------|
|                            |                 |             |                                      |

**6. ADDITIONAL SKILLS, INTERESTS & DISTINCTIONS**

**Please provide any other information which you consider relevant to your application.**

## **7. PERSONAL QUALITIES**

**Please describe the personal qualities which would equip you to perform your duties as a Administration/Secretary/Receptionist within Sligo Grammar School.**

## **8. OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION**

## **9. REFEREES (Please provide the names & contact details of three referees; one professional, one social, plus one other. The Selection Panel reserve the right to contact referees.)**

| <b>Name</b> | <b>Address</b> | <b>Telephone Numbers</b> |
|-------------|----------------|--------------------------|
|             |                |                          |
|             |                |                          |
|             |                |                          |

## 10. CHILD PROTECTION

Child Protection is of paramount importance to the Board of Sligo Grammar School who must be satisfied that all employees pose no risk, either to pupils or staff. It is understood from your application that you consent to contact being made with any former employers or referees mentioned within your application.

The current vetting guidelines provide that all staff recruited with effect from 1<sup>st</sup> September 2006 will require the applicant to be vetted.

Any person who has been employed in a school or centre listed above in the past, but who has not been employed in a school or centre within the last three years, must be vetted. In accordance with Circular 0094/2006, any application for vetting, if necessary, will only be made in respect of the person to whom the Board propose to offer the post of Teacher. If vetting of the successful applicant is required under Circular 0094/2006, an application of vetting will not be made without the consent of the successful applicant.

However, Circular 0094/2006 provides that a person, who refuses to provide his/her consent, may not be appointed in any capacity by the management authority of any school.

Have you been investigated by the Gardaí, Health Board or any employer in relation to any complaints, which were ultimately substantiated regarding your treatment of children?

☐ YES

☐ NO

If the answer is **YES** please provide details in box below.

## **11. DECLARATION BY APPLICANT**

Applications are accepted on the basis that the applicant has read and supports the ethos of Sligo Grammar School as outlined in our prospectus and website.

**I declare that:**

- (a) I have read and understood the requirements and particulars of the appointment which have been supplied to me.**
- (b) I give the school the right to investigate all references and to secure additional information about me, provided it is related to my application for this post. I hereby release from liability the school and its representatives for seeking such information and all other persons, corporations or organisations for furnishing such information.**
- (c) I further understand that the job offer may be subject to the satisfactory outcome of references and/or a pre-employment health assessment and I consent to my doctor being approached for further information, including medical reports, if the school considers it necessary.**
- (d) An applicant found to have knowingly given false or inaccurate information, or to have wilfully failed to disclose any relevant fact, will be excluded from the recruitment process or may be dismissed.**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**The completed application should be returned and marked “Private and Confidential” to:**

**The Secretary to the Board of Management  
Sligo Grammar School  
The Mall  
County Sligo**

**Or by email to [info@sligogrammarschool.org](mailto:info@sligogrammarschool.org)**

**To arrive not later than 12:00 noon on 03 October 2025.  
Short listing may apply prior to interviews.**

**Sligo Grammar School is an equal opportunities employer.**