

All information provided in this form is confidential to the Selection Board
(This form should be typed or completed using block capitals in black ink)

POST OF SPECIAL NEEDS ASSISTANT - APPLICATION FORM

School: Ardee Community School



**Applicant's
Name**

Completed typed (only) and signed application forms should be returned **by e mail only** to recruitment@ardeecs.ie :

to arrive by **1:00pm** on **Closing Date Tuesday 4th of August 2026**

Please DO NOT send a Curriculum Vitae, letters of reference, or other documents with this form.

Please DO NOT enclose any certificates with this form. Minimum educational requirements for this post are Inter Cert or Junior Cert or equivalent qualification/s. The successful candidate may be required to supply original documentation in relation to other qualifications to the Board of Management prior to appointment.

For Official Use Only
Received:
Date:
Time:

Please indicate the post(s) you wish to apply for by ticking the box, only one application form should be submitted:

RPT Position	Fixed term, fulltime (Career Break replacement)	Fixed Term 16 hours (Job Share)
☐	☐	☐

PERSONAL DETAILS:

1 Name

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**Home
Address**

Home Tel. No.

Mobile Phone No.

E-Mail Address

2 Educational Qualifications – most recent first *(Include second level e.g. Inter Cert, Junior Cert or equivalent and further education A successful applicant will be requested to furnish supporting documentation).*

Qualification	School/College	Results	Year and date of Award

3 Other relevant, non-accredited courses – most recent first: (e.g. First Aid, Art/Craft....)

4 Experience of Special Needs Assistant role - most recent first (Please ensure you give specific and exact dates).

School Name	Address	Duties	Date from	Date to

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5 Other employment experience - most recent first.

Position	Employer/Project	Duties	Date from	Date to

6 Please indicate briefly your understanding of the role of a Special Needs Assistant

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7 Additional information (*not already mentioned*) in support of your application.

8 Please give the names of two referees: one should be in a position to comment on your personal characteristics and one should be in a position to comment on your professional qualifications and/or training. Referees should not be related to the applicant.

(1)		(2)	
Name		Name	
Address		Address	
Mobile:		Mobile:	

** As it is probable that referees will have to be contacted outside of school times, it is crucial that phone numbers at which referees can be contacted (two if possible) are given.*

9 **Signature of Applicant**

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Date

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Shortlisting **will** apply.
Ardee Community School is an equal opportunities employer.
Canvassing will disqualify.
Garda Vetting will apply

Data Protection – Privacy Notice:

Information provided during the recruitment and selection process is required for the purposes of assessing your application for appointment. Your personal data will be processed in accordance with the Data Protection Acts 1988-2003. The Board of Management of Ardee Community School will keep and process the information supplied by applicants in a secure and fair manner and in compliance with our obligations under the Data Protection legislation. It will be used only for purposes associated with the administration of their job application and shared with third parties only when necessary for the processing of their applications.

Retention of Records:

All records relating to recruitment and selection will be held securely in Ardee Community School, following the completion of the recruitment process. Records relating to the recruitment process including those of unsuccessful applicants will be held for 18 months, after which they will be confidentially destroyed. Records for successful applicants for positions will be retained for the duration of employment plus 7 years after which they will be confidentially destroyed. All records relating to recruitment and selection will be held securely with access limited.