



**St. Louis Secondary School**  
Meanscoil Lughaidh Naofa, Carrickmacross, Co. Monaghan  
A 81 HF 78

**TEACHER APPLICATION FORM (2020-21)**

POSITION ADVERTISED

POST REF. NUMBER

**1. PERSONAL DETAILS**

<b>Name</b>					
<b>Home Address</b>					
<b>Email</b>					
<b>Landline Phone Number</b>			<b>Mobile Phone Number</b>		
<b>Current Position &amp; Employment Status</b>					
<b>Are you registered with the Teaching Council of Ireland?</b>	<b>Yes</b>	<b>No</b>	<b>Teaching Council Registration No:</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Subjects Registered to Teach:</b>		
<b>Sector/Route of Registration:</b>	<b>Further Education</b>	<b>Post Primary</b>	<b>Registration Level:</b>	<b>Full</b>	<b>Conditional</b>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

**Note:** Candidates proposed for appointment to teaching positions are required to be **currently** registered with the Teaching Council in accordance with Section 31 of the Teaching Council Act, 2001. **For new graduates** – Registration with the Teaching Council of Ireland and Garda Vetting will follow pending results of final exams.

**2. EDUCATION**

<b>PRIMARY DEGREE</b>		<b>HONOURS (specify level e.g. 1.1; 2.1)</b>		<b>YEAR OF AWARD</b>	
UNIVERSITY/ COLLEGE:				<b>LENGTH OF COURSE</b>	
FINAL YEAR SUBJECTS:					

<b>TEACHER TRAINING</b>		<b>HONOURS (specify level e.g. 1.1; 2.1)</b>		<b>YEAR OF AWARD</b>	
UNIVERSITY/ COLLEGE:				<b>LENGTH OF COURSE</b>	
<b>Teaching Practice Grade (mandatory):</b>					

<b>MASTERS DEGREE</b>		<b>HONOURS (specify level e.g. 1.1; 2.1)</b>		<b>YEAR OF AWARD</b>	
UNIVERSITY/COLLEGE:				<b>LENGTH OF COURSE</b>	

**3. OTHER ADDITIONAL DIPLOMAS OR CERTIFICATES:**

<b>QUALIFICATION:</b>		<b>DURATION:</b>		<b>YEAR OF AWARD:</b>	
<b>QUALIFICATION:</b>		<b>DURATION:</b>		<b>YEAR OF AWARD:</b>	
<b>QUALIFICATION:</b>		<b>DURATION:</b>		<b>YEAR OF AWARD:</b>	

**4. INSERVICE (Please list any relevant in-service courses taken in the previous 2 years)**

Please use bullet points and clearly indicate dates

**5. TEACHING EXPERIENCE:**

SCHOOL/CENTRE ( <i>Most Recent Employment First</i> )  Name	DURATION <i>Please state clearly In years and months</i>	FROM  (MM/YY)	TO  (MM/YY)	STATUS/CAPACITY <i>(please tick as appropriate)</i>			
				T/P	P/T Casual / Non Casual	PRPT/ 1 YEAR FIXED TERM	CID/PWT

**Note:** T/P = Teaching practice      P/T – Part-time      PRPT = Pro-rata Part-time /Fixed Term  
CID = Contract of Indefinite Duration    PWT = Permanent Whole-time

**6. SUBJECTS AND LEVELS TAUGHT:**

Subject Details <i>Please specify subjects taught during the last 3 years only. Please complete all sections for each subject.</i>	LC H	LC O	JC	TY	LCA	JSCP	SEN	Team Teach
<b>Subject 1:</b> <input type="text"/>								
<b>Duration (yrs &amp; mths):</b>								
<b>Subject 2:</b> <input type="text"/>								
<b>Duration (yrs &amp; mths):</b>								
<b>Subject 3:</b> <input type="text"/>								
<b>Duration (yrs &amp; mths):</b>								

**7. SECOND LEVEL EDUCATION - LEAVING CERTIFICATE RESULTS:**

<b>School:</b>				<b>Year of Completion:</b>			
<b>Subject</b>	<b>H</b>	<b>O</b>	<b>Grade</b>	<b>Subject</b>	<b>H</b>	<b>O</b>	<b>Grade</b>
1	<input type="checkbox"/>	<input type="checkbox"/>		5	<input type="checkbox"/>	<input type="checkbox"/>	
2	<input type="checkbox"/>	<input type="checkbox"/>		6	<input type="checkbox"/>	<input type="checkbox"/>	
3	<input type="checkbox"/>	<input type="checkbox"/>		7	<input type="checkbox"/>	<input type="checkbox"/>	
4	<input type="checkbox"/>	<input type="checkbox"/>		8	<input type="checkbox"/>	<input type="checkbox"/>	

**8. USE OF ICT IN TEACHING AND LEARNING**

Please outline your experience of using ICT in teaching and learning to date.

For NQTs please outline your planned use ICT in teaching and learning in the classroom.

Please use bullet points

**9. EXTRA CURRICULAR ACTIVITIES WITHIN SCHOOL**

Please give details of activities that you have been involved in – to include dates:

For NQTs please indicate the extra-curricular activities that you would like to be involved in.

Please use bullet points

**10. DETAILS OF EXTRA CURRICULAR ACTIVITIES THAT YOU ARE INVOLVED IN OUTSIDE OF SCHOOL:**

Please use bullet points

Please use bullet points and indicate dates – from / to

**11. ROLE IN SCHOOL: COORDINATION, PLANNING etc.**

**12. OTHER RELEVANT EXPERIENCE (E.G. NON TEACHING EXPERIENCE, COMMUNITY INVOLVEMENT ETC.)**

Dates		Name of Organisation	Status (If relevant)	Brief Description of Duties or Involvement
From (mm/yy)	To (mm/yy)			

**13. REFEREES - to include your most recent employer/academic supervisor (not a relative). References may be checked prior to interview. All appointments are subject to references satisfactory to BOM of St Louis Secondary School, Carrickmacross.**

	REFEREE NO. 1	REFEREE NO. 2
<b>Name:</b>		
<b>Position:</b>		
<b>School/Business:</b>		
<b>Address:</b>		
<b>Telephone:</b>		

**14. PERSONAL DISCLOSURE**

The BOM of St Louis Secondary School has a duty to satisfy itself that no employee poses a threat to students or staff. The BOM must, therefore, ask the following questions at recruitment stage:

Have you ever been convicted of a criminal offence and/or an offence related to Child Welfare?

YES  NO

Have you ever been the subject of an inquiry of investigation by the HSE/An Gardaí concerning a child welfare matter, or an investigation arising from a complaint/allegation of child abuse or wrongdoing towards a minor?

YES  NO

**If you answer YES to either question above, please detail below the nature and date(s) of the investigation/offence(s):**  
*(This box will expand as necessary)*

**15. GARDA VETTING**

It is a requirement of The Board Of Management of St. Louis Secondary School, Carrickmacross that all existing and new appointees are subject to Garda vetting procedures.

If appointed, do you agree to this procedure? YES  NO

**DECLARATION**

**I declare that the information given in this application is true and are correct. I understand and accept that the BOM of St Louis Secondary School, Carrickmacross reserves the right to verify any element(s) of particulars furnished in this application form and that the furnishing by me, of any incorrect or inaccurate particulars, will render me liable to disqualification from the application process/appointment.**

**Signed:**  
*(if digital signature not available please type name)*

**Date:**

## **GUIDELINES FOR APPLICATION PROCEDURE**

### **Please read the following carefully:**

- To apply for this position please download and complete the official application form following the procedure online.
- The application form entitled **Teacher Application Form 20-21 will only be accepted.**
- Incomplete application forms will not be considered. All questions on the application form must be fully completed by applicant.
- The application form, when completed, should be posted to The Principal, St. Louis Secondary School, Carrickmacross, Co. Monaghan.
- No late applications will be accepted.
- The Board of Management of St Louis Secondary School, Carrickmacross is committed to equality of opportunity in its recruitment and employment practices.

### ***Enquiries***

**Please refer all enquiries to [office@stlouiscmx.com](mailto:office@stlouiscmx.com)**

**Data Protection:** All personal information provided on this application form will be processed in a confidential and secure manner for the purpose of the recruitment process. Application forms will be retained for a period of 18 months after the formal announcement of appointment of the successful candidate to the post and in the case of a successful candidate for the duration of his or her employment and for seven years thereafter. The information will not be disclosed to a third party without your consent save where provided for by law or where such processing is necessary to comply with the school's legal obligations. You may, at any time, make a request for access to the personal information held about you. Should you wish to make any changes, or erasures, to your personal data, please contact the chairperson of the board of management.