

## CPSMA: APPLICATION FORM FOR THE POST OF Education Executive

### Instructions

Application form is available in word from <https://www.cpsma.ie/vacancy-fixed-term-position-education-executive/>

The signed completed Application Form is to be forwarded by email only to [applications@cpsma.ie](mailto:applications@cpsma.ie) to be received by the closing time and date of 5pm, Friday 26<sup>th</sup> April 2024.

**CPSMA will treat the information you provide in this Application Form in strict confidence and will only use the information in the context of evaluating your application for the post of Education Executive.**

### Section 1: Contact Information

NAME	
CONTACT ADDRESS	
PHONE	
e-mail	

### Section 2: Employment Record

Please provide details of your present and previous employment beginning with the most recent.

Employment Dates	Employer	Position

Please briefly indicate those aspects of your employment to date that you consider advantageous to this present application.

### Section 3: Educational Record

Please provide details of your educational qualifications

#### Third Level

Dates	Degree / Award	Classification	Undergraduate or Post-Graduate	Awarding Institution

**Professional or Continuing Education**

Dates	Award	Provider Institution

**Leaving Certificate or Equivalent**

*Please indicate year of examination, subjects and results.*

*Please briefly indicate those aspects of your Educational Record to date that you consider advantageous to this present application.*

**Section 4: Qualifications, skill sets and previous experience**

*In the context of the Experience and Skills needed for the role of Education Executive as outlined in the Job Specification please provide information on each of the following elements below;*

<b>Commitment to the Catholic vision of Education:</b>
<b>Knowledge of primary education in Ireland:</b>
<b>Understanding of the role of the Board of Management of a national school under Catholic Patronage:</b>
<b>Excellent interpersonal skills:</b>
<b>Excellent communication, presentation and facilitation skills:</b>
<b>Excellent organisational skills:</b>
<b>High levels of writing and multimedia skills including ICT skills:</b>
<b>Leadership knowledge and skills:</b>
<b>Strong work ethic:</b>
<b>A good knowledge of the operation of schools and the relevant legislation:</b>

<b>Knowledge of current and emerging education research issues:</b>
<b>Competence in Irish (desirable but not essential)</b>
<b>Full clean driver's licence is required:</b>

### Section 5: Other skill sets / experience to the advantage of applicant

*Please provide information on those aspects below which you consider relevant to your application.*

<b>Relevant Postgraduate academic qualification(s):</b>
<b>Other relevant qualifications / courses:</b>
<b>Availability to commence the post:</b>

### Section 6: Personal Statement

*Please provide a brief statement concerning your vision for the post of CPSMA Education Executive.*

<i>(500 words max)</i>
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### Section 7: Nominated Referees

*Please provide information concerning two people who have agreed to act as your referees.*

*Each referee should have an adequate understanding and an appreciation of your skillset of relevance to the position being applied for.*

*In nominating these two referees you are giving permission for the Chair of the Board of Directors or his agent to contact the nominated persons.*

#### Referee 1

<b>Name</b>	
<b>Position</b>	
<b>Phone Number</b>	
<b>e-mail</b>	

#### Referee 2

<b>Name</b>	
<b>Position</b>	
<b>Phone Number</b>	
<b>e-mail</b>	

**Section 8: Declaration**

*Please read and complete the declaration below*

I confirm that information that I have provided in this Application for the position of CPSMA Education Executive is true and accurate.

I give permission for CPSMA to use this information for the sole purpose of evaluating my suitability for appointment to the post of Education Executive

<b>NAME</b>	
<b>DATE</b>	
<b>SIGNATURE</b>	