

## Application Form – Teaching Position 2025-2026

Thank you for your interest in a teaching position in Hansfield ETSS. You are advised to read the accompanying information note and list of teacher vacancies before completing the application form. Please Note:

- Guidance on word count in each section should be observed.
- You must be registered with the Teaching Council in the subjects listed in your application form in order to be offered a teaching position.
- Applications should be submitted by email only to [recruitment@hetss.ie](mailto:recruitment@hetss.ie).
- The subject line in the email should carry the following your full name and the subjects that you are applying for.
- If you are applying for more than one position one email and application form will be sufficient provided that you have entered all the subjects you are applying for in **Section B - B1** below.

### SECTION A: PERSONAL DETAILS

|                         |                         |
|-------------------------|-------------------------|
| <b>Name:</b>            |                         |
| <b>Contact Address:</b> |                         |
| <b>Mobile Number:</b>   | <b>Landline Number:</b> |
| <b>Email Address:</b>   |                         |

### SECTION B: TEACHING POSITION/SUBJECT BEING APPLIED FOR

**B.1** Indicate the position (s) for which you are applying for below – list each one separately by inserting the code and subject name.

| Code | Subject(s) |
|------|------------|
|      |            |
|      |            |
|      |            |
|      |            |

**B.2** Indicate the subject(s) you are registered with the Teaching Council (post -primary) to teach.

|  |
|--|
| <b>Teaching Council Registration Number:</b> |
| <b>Subject (s) at Junior Cycle:</b>          |
| <b>Subject (s) at Senior Cycle:</b>          |

## **SECTION C: EDUCATIONAL DETAILS**

### **C.1 POST-PRIMARY**

| From-To | Name & Address of School(s) attended | Leaving Cert (or equivalent) |        |
|---------|--------------------------------------|------------------------------|--------|
|         |                                      | Subjects                     | Grades |
|         |                                      |                              |        |

### **C.2 THIRD-LEVEL (UNDERGRADUATE & POSTGRADUATE) QUALIFICATIONS**

| From - To | Academic Institution | Award/Qualification<br>e.g. B.Ed. 2.2 Hons; B.Sc. 1 <sup>st</sup> Hons,<br>PME 2.1 Hons, M.Ed. Pass | Areas of Study/Subjects |
|-----------|----------------------|---|-------------------------|
|           |                      |   |                         |

### **C.3 CONTINUOUS PROFESSIONAL DEVELOPMENT**

List in-service and/or other professional or training courses you have attended, giving details of dates, duration and the organisation that delivered the course.

| From-To | Title of Course/Programme | Organisation | Certification<br>(If applicable) |
|---------|---------------------------|--------------|----------------------------------|
|         |                           |              |                                  |

**C.4 MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS/NETWORKS**

Give details of membership of any professional associations /networks in which you are or were involved indicating dates as appropriate.

**C.5** Indicate how the continuous professional development set out at C.3 and membership of professional associations/networks set out at C.4 will support your suitability for a teaching position at Hansfield ETSS (100 words maximum).

**SECTION D: TEACHING AND OTHER RELEVANT EXPERIENCE**

**D.1** List all relevant experience (start with most recent), indicating if the position is or was Permanent Whole-time (PWT), Contract of Indefinite Duration (CID), Fixed-term Part-Time (FT), Casual Hours (Cas) or a Student Placement (PME) or a combination.

| From -<br>To | School / Employer | Position<br>(PWT / CID/<br>FT/ Cas, PME) | Subjects<br>Taught | Other Roles &<br>Responsibilities |
|--------------|-------------------|--|--------------------|-----------------------------------|
|              |                   |  |                    |                                   |

**D.2 List, in brief, other relevant work experience, if applicable.**

| <b>From – To</b> | <b>Employer</b> | <b>Position<br/>(Full/Part Time)</b> | <b>Key Duties / Role</b> | <b>Other Responsibilities</b> |
|------------------|-----------------|--------------------------------------|--------------------------|-------------------------------|
|                  |                 |                                      |                          |                               |

## **SECTION E: Hansfield ETSS**

**E.1 Describe how you understand the Educate Together ethos and how your will contribute to its development (200 words maximum).**

**E.2 Describe how your approach to teaching and learning, including classroom and behaviour management, will contribute positively to the development of students at Hansfield ETSS (500 words maximum).**

## **SECTION F: EXTRA- CURRICULAR INTERESTS**

- F.1 List, with outline dates, key hobbies, interests and extra-curricular activities (social, leisure or community) in which you have been involved and explain how you will support extra-curricular activities at Hansfield ETSS (300 words)**

## **SECTION G: ADDITIONAL RELEVANT INFORMATION**

- G.1 Additional information not provided above that you deem relevant to your application (250 words max).**

## SECTION H: Referees

Please include two written references (professional) with this application and provide their contact details below. You are advised to also include details of a third referee. It is recommended, but not essential, that one referee be linked to your current work and/or most recent teaching experience. We reserve the right to contact referees in advance of interview.

|                            |                      |
|----------------------------|----------------------|
| <b>Referee 1</b>           |                      |
| <b>Name:</b>               |                      |
| <b>Title / Occupation:</b> |                      |
| <b>Address:</b>            |                      |
| <b>Day-time Telephone:</b> | <b>Mobile Phone:</b> |

|                            |                      |
|----------------------------|----------------------|
| <b>Referee 2</b>           |                      |
| <b>Name:</b>               |                      |
| <b>Title / Occupation:</b> |                      |
| <b>Address:</b>            |                      |
| <b>Day-time Telephone:</b> | <b>Mobile Phone:</b> |

|                            |                      |
|----------------------------|----------------------|
| <b>Referee 3</b>           |                      |
| <b>Name:</b>               |                      |
| <b>Title / Occupation:</b> |                      |
| <b>Address:</b>            |                      |
| <b>Day-time Telephone:</b> | <b>Mobile Phone:</b> |

## SECTION I: DECLARATIONS

(Please circle Yes or No as applicable. If this section is not fully completed and signed your application will not be considered)

- I.1 I have read the *Information Note/Guidelines* for completing the Application Form **Yes / No**
- I.2 I understand that it is my responsibility to keep proof of application and to contact the school if confirmation of receipt is not received within 15 workings days of the closing date **Yes / No**

### Child Protection

- I.3 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**
- I.4 Have you ever been the subject of any allegation of criminal conduct or wrongdoing towards a minor? **Yes/ No**
- I.5 Are you aware of any material circumstance in respect of your own conduct which has had a negative impact or could touch on the welfare of a minor? **Yes / No**

***In the event of you being offered a position the Board of Management is obliged to comply with the terms of current child protection legislation and procedures. All newly appointed teachers will be vetted and approved in accordance with the school's vetting policy and national requirements.***

### Teaching Council Registration

- I.6 Will you be registered with the Teaching Council by September 2024?  
**Yes / No**
- I.7 If currently registered, insert Teaching Council Registration Number: \_\_\_\_\_.  
If appointed, you will be requested to produce a letter of professional standing from the Teaching Council as well as original parchments in respect of your qualifications.

### Hansfield ETSS Ethos

- I.8 Having read the Educate Together Charter, the Blueprint for second-level schools and other ethos guidance documents (available at [www.educatetogether.ie](http://www.educatetogether.ie)) I understand and will whole-heartedly support the school's distinctive ethos. **Yes / No**

### Authenticity of this application

- I.9 I certify that the information provided herewith is true and correct. **Yes / No**
- 1.10 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 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**

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_