



Ardscoil Na Tríonóide

Teaching Post Application
2025/2026

Office use only
Date Received:

Please note:

All questions must be answered.

Do not change the question numbers or sequence.

TEACHING POSITION APPLIED FOR: _____

1. PERSONAL DETAILS

| | |
|--------------------|---|
| First Name: | Surname: |
| | |
| Home Address: | Correspondence Address: <i>(if different)</i> |
| | |
| Home Phone Number: | Mobile Phone Number: |
| | |
| Email Address: | |
| | |

2.1 Primary Degrees/Diplomas:

| | | |
|---|----------------|-----------------|
| University/Institute/College: | | |
| Qualification: | | |
| Grade: <i>(e.g. First Class Honours, Second Class Honours – Grade 1)</i> | Year of Entry: | Year Qualified: |
| Subjects studied: | | |

2.2 PME/PGDE / HDIP / Equivalent):

University/Institute/College:

Qualification (incl. Grade):

(e.g. First Class Honours, Second Class Honours – Grade 1

Year of Entry:

Year Qualified:

2.3 Post Graduate Qualification

University/Institute/College:

Qualification (incl. Grade):

(e.g. First Class Honours, Second Class Honours – Grade 1

Year Qualified:

3. PRESENT POSITION**Please give details of your current position:****Employer:****Address:****Job Title:****How much notice do you need to give
your current employer?****4. QUALIFICATIONS****4.1 Second Level Education**

Leaving Certificate/Equivalent

Year _____

School attended:

Subject

Grade

Hons/Ord

4.2 In-Service Courses/Training

List any in-service courses/training you have received. Please include dates of the relevant training and duration of these courses. Start with the most recent and work backwards.

| <i>Name of Course</i> | <i>Name of Organisation/Institution running course</i> | <i>Length of Course</i> | <i>Year</i> |
|------------------------------|---|--------------------------------|--------------------|
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5. EMPLOYMENT HISTORY**5.1 Teaching Experience**

Please provide details of your teaching experience beginning with the most recent post.

| Dates (From/To) | Name & Address of School | Contract Type PWT/RPT/Part- time | If pro-rata part-time, timetabled hours per week. | Subjects Taught | Level |
|----------------------------|---|---|--|------------------------|--------------|
| | | | | | |
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| Dates (From/To) | Name & Address of School | Contract Type PWT/RPT/Part- time | If pro-rata part-time, timetabled hours per week. | Subjects Taught | Level |
|--------------------|--------------------------------|--|---|-----------------|-------|
| | | | | | |
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5.2 Non-Teaching Experience (if applicable)

Please provide details of your work history beginning with the most recent post.

| Dates (From/To) | Name & Address of Employer | Position held | Summary of Main Duties |
|--------------------|-------------------------------|---------------|------------------------|
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6. Additional Information

This section is for you to provide a summary of your teaching experience, your approach to teaching & learning, assessment & any extra-curricular activities you have organised and are willing to promote.

[illegible]

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| Any other relevant information: |
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7. REFERENCES

Please provide names, addresses and position/occupation of two people (other than relatives or friends) with knowledge of you and your work to whom professional reference can be made. **One should be your current or most recent employer.** *[Please note: your referees may be contacted without further communication with you and prior to selection interview if shortlisted for interview].*

Present or most recent employer:

| Name & Title: | Position Held: | Telephone/Mobile: | Email: |
|----------------------|----------------|-------------------|--------|
| | | | |
| Full address: | | | |
| | | | |

Other referee:

| Name & Title: | Position Held: | Telephone/Mobile: | Email: |
|----------------------|----------------|-------------------|--------|
| | | | |
| Full address: | | | |
| | | | |

8. Teaching Council

Are there any restrictions regarding your employment?

Yes

☐

No

☐

(if you answer Yes, please provide details on separate sheet)

Are you registered with the Teaching Council?

Yes

☐

No

☐

If YES, Teaching Council Registration Number:

(Please include copy of Certificate)

Teaching Council Subjects: _____

If NO, are you eligible for registration and willing to register? _____

Please note that the successful candidate will be paid by DES and will have to fulfill DES conditions which include registration with the Teaching Council prior to commencement of employment.

9. DECLARATION AND SIGNATURE

In the event of you being recommended for this position, the Board of Management is obliged to comply with the terms of current DES circular letters.

If you are recommended for this position, a vetting disclosure must be made available to the Secretary to the Board of Management when the offer of employment is being made. The Board of Management may withdraw an offer of employment if a satisfactory vetting disclosure is not made available.

The Board of Management cannot enter into a Contract of Employment without first receiving a vetting disclosure.

By signing below, you consent to a vetting disclosure, received by the Teaching Council from the Vetting Bureau, being made available to the school in accordance with the requirements of Circular Letter 31/2016.

You are also required to sign the declaration below certifying that all information you have provided is accurate.

The Selection Committee may wish to check any of the details you have provided.

Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.

I declare that the information supplied in this application form is accurate and true.

Signed

Date

Completed Applications should be returned [by email to vacancy@ardscoil.ie](mailto:vacancy@ardscoil.ie) by closing date as per advertisement.

PLEASE NOTE: If you are awaiting confirmation of registration with the Teaching Council, please insert 'Pending' in the Teacher Registration Number section of this Application

Form. Any offer of employment will be conditional on registration with the Teaching Council and subject to the satisfactory outcome of the Garda Vetting Process and satisfactory references. Please include following: Copy of Teaching Council Registration, Copy of Degree Certificates and 2 recent Referees.