



Presentation Secondary School, Greenville, Listowel. Co Kerry

Principal: Ms. Katherina Broderick

Deputy Principal: Ms. Marguerite Linnane

Application Form for Post in Presentation Secondary School

This application is for an SNA position

Education Posts ID Number_____

Details	
Name	
Address	
Mobile	
Email	

1. Education Record

Details of Qualifications

Dates	Awarding Institute	Qualification	Result

2. Additional Professional Qualifications (Certificates/Diplomas or CPD Training)



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3. SNA experience to-date.

Please start with the most recent and indicate if you are including work experience/ leave cover or substitution.

Dates From - to	School/College/ Organisation

4. What qualities will you bring to this post? (max 150 words)

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5. Presentation Secondary School, is a Catholic School under the Trusteeship of CEIST. Please indicate how you think you can contribute to the ethos and success of Presentation Secondary School, Listowel (max 150 words). (The CEIST Charter is available on www.ceist.ie)

6. Any other relevant information: (max 150 words)

Please note that skills and experience acquired outside of work can sometimes be just as relevant as those gained in work.

7. PERSONAL DECLARATION:

If this section is not completed, your application will not be considered for processing.

8.1 Have you been investigated by the Gardaí, HSE, or your employer in relation to substantiated complaints made concerning your treatment of children?

YES ☐

NO ☐

8.2 Were you the subject of any allegation of criminal conduct or wrongdoing towards a minor?

YES ☐

NO ☐

8.3 Are you aware of any material circumstance in respect of your own conduct which touched/touches on the welfare of a minor?



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YES ☐

NO ☐

The school undertakes that all responses furnished by you in respect of the above questions will be treated as confidential, subject to any reporting obligations which may be imposed on the school, pursuant to "Children First" published by the Department of Children and Youth Affairs, the Child Protection Procedures for Primary and Post Primary Schools published by the Department of Education and Skills or pursuant to any legal obligation imposed on the school to facilitate the effective investigation of crime.

In the event of your being recommended for appointment to this position the Board of Management is obliged to comply with the terms of current DES Circular Letters. The Board of Management's policy is that all new personnel recommended for appointment will be vetted and that the outcome of the vetting will be considered having regard to the school's vetting policy.

This applies in respect of all recommendations for appointment to teaching, principal, deputy principal and support staff positions where the person recommended for appointment is not currently an employee of the school and applies irrespective of whether the person has been previously vetted or not.

Please note that appointment to the position is subject to the outcome of the vetting process and the Board of Management's determination of suitability for employment in the position having regard to the vetting information received. No appointment will be confirmed until the aforementioned steps have been completed.

Further note that it is essential that you make appropriate and full disclosure in response to the questions at 8.1, 8.2 and 8.3 above. In the event of an offer of employment being made to you by the board of management, this personal declaration will constitute a fundamental term of the contract of employment. If, at any time, it is subsequently established that you have made an incomplete and/or inaccurate disclosure in this declaration, you may face disciplinary action, up to and including dismissal.

8. Please supply the contact details of two professional referees.

a) Referee No 1

Name	
Address	



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Mobile No	
Position	

b) Referee No 2

Name	
Address	
Mobile No	
Position	

I certify to the Board of Management that the information provided in this application is true and correct.

Signature of Applicant.....

Date.....

The Board of Management of this school is an equal opportunities employer

Please note:

- Shortlisting of candidates may take place in advance of interview
- Only candidates shortlisted for interview will be contacted
- A panel may be formed as a result of the interview process for any vacancies which may arise during the academic year

Please email your completed application to recruitment@preslistowel.ie