St. Mary's Diocesan School
Drogheda, Co. Louth

Application Form for a Specific Purpose teaching post

This is a Maternity Leave teaching post funded by monies from the Oireachtas.

Position Applied for:	

Details	
Name	
Address	
Telephone	
Email	

Teaching Council Registration Details	
Are you registered with the Teaching Council?	**YES:** **NO:**
What is your Teaching Registration Council number?	
Please list your subjects registered with the Teaching Council.	**List:**

1. **Education Record:**

Post Primary School attended: _____

Leaving Certificate Results:

Subject	Level	Grade

Third Level Qualifications are:

Dates	College	Qualifications Level	Grade

Teacher Education Qualifications are:

Dates	College	Examination	Grade

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

3. Teaching experience to-date

Dates From - to	Subjects taught and to what level	School/College/Organisation

4. **Extra-curricular activities in which you have been and/or would be prepared to be involved? What previous experience or expertise do you have in this area?**

Please outline:

5. **Any other relevant information:**

Please outline:

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

6. PERSONAL DECLARATION:

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

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

YES ☐ NO ☐

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

YES ☐ NO ☐

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

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 6.1, 6.2 and 6.3 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.

7. Please supply the names and addresses of two referees,

a) Professional Capacity:

Name……

Address ……..……

Telephone ……..……

b) Professional Capacity:

Name……..……

Address ……..……

Telephone ……..……..

By submitting this application you are certifying to the Board of Management that the information provided in this application is true and correct to date.

Signature of Applicant…… Date……

- The Board of Management of this school is an equal opportunities employer
- Shortlisting of candidates may take place.

Please return to

Principal@stmarysds.ie