



# Christian Brothers Secondary School Mitchelstown

Meánscoil na mBráithre, Baile Mhistéala, Co. Chorcaí

Tel: 025 24104 | Fax: 025 85153 | Email: [info@cbsmitchelstown.ie](mailto:info@cbsmitchelstown.ie) | Web: [www.cbsmitchelstown.ie](http://www.cbsmitchelstown.ie)

## Application Form for Fixed Term Contract (Full post)

### Special Needs Assistant

**This is a fixed-term teaching post funded by monies from the Oireachtas.**

### INFORMATION TO APPLICANTS

- Please ensure that the application form is completed fully and accurately. Please do not forward a CV or cover note as the Selection Board will shortlist (if required) based on the information gathered from this form only.
- Application form must be **typed**, handwritten forms will not be accepted.
- Copy of Panel Form 1 (where applicable) must be included to ensure shortlisting for interview.
- Please include copies of certificates/diplomas/degrees with this completed and signed application.
- Completed application and relevant documentation must be forwarded **by email only** to [recruitment@cbsmitchelstown.ie](mailto:recruitment@cbsmitchelstown.ie). Mark subject line "SNA".
- Closing date for receipt of completed application forms is Tuesday August 4<sup>th</sup> at 12 noon.
- Late applications cannot be considered.
- Canvassing will automatically disqualify.
- Note: Interviews will be held early in August.

#### PERSONAL DETAILS:

Title:	First Name:	Surname:
Postal Address:		
Phone (Mobile):		
E-mail:		
Present employment:		

Do you have a Supplementary Assignment Panel Form from your previous employer? \_\_\_\_\_

(Copy of Panel Form 1 must be included with the application to ensure shortlisting for interview)

EDUCATIONAL DETAILS				
GENERAL EDUCATION (I.E. JUNIOR CERTIFICATE OR EQUIVALENT, LEAVING CERTIFICATE) PLEASE BEGIN WITH MOST RECENT FIRST.				
School/College Attended:	Year	Subjects	HL/OL	Grade Obtained

ADDITIONAL QUALIFICATIONS (Degrees/diplomas/certificates etc)				
Institution attended	Full title of qualification	Subjects studied	Grade achieved	Year of qualification

OTHER RELEVANT NON-ACCREDITED COURSES					
PLEASE INCLUDE DETAILS OF COURSES RELEVANT TO WORK AS AN S.N.A.					
Name of school/college	Course title	From	To	Grade achieved	Awarding body

EMPLOYMENT RECORD			
EXPERIENCE AS AN S.N.A. - PLEASE BEGIN WITH MOST RECENT FIRST			
Name of school	Dates employed		Summary of main duties
	From (dd/mm/yr)	To (dd/mm/year)	

OTHER EMPLOYMENT EXPERIENCE			
Name of employer	Dates employed		Summary of main duties
	From (dd/mm/year)	To (dd/mm/year)	

**THE ROLE OF THE S.N.A.**

**Please include a brief description of your understanding of the role of an S.N.A. in a post-primary school.**

**ADDITIONAL RELEVANT INFORMATION**

**Please include any additional information (not already mentioned) in support of your application.**

## **REFERENCES**

*Please provide the details of two people (other than relatives or friends) with knowledge of you and your work from whom professional reference may be sought. 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.

Name:		Name:
Address:		Address:
Position/Job title:		Position/Job title:
Tel. No.:		Tel. No.:
Tel. No.(Mobile):		Tel. No.(Mobile):
E-mail:		E-mail:

## **DECLARATION**

### **PERSONAL DECLARATION:**

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

Please place an X in the relevant box in each case.

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 Circulars including Circular 0031/2016 which requires that you provide the school authority with access to vetting disclosure from the National Vetting Bureau of An Garda Síochána in respect of you.

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. In the event of your being recommended for this post you will also be required to complete a Statutory Declaration and Form of Undertaking, which will be retained by the school. If, at any time, it is subsequently established that you have made an incomplete and/or inaccurate disclosures, you may face disciplinary action, up to and including dismissal.

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

**Signature:**

**Date:**