DELETION OF ANY FIELD WILL INVALIDATE THIS APPLICATION

Position Advertised, i.e. Principal or Deputy Principal	Name and Address of School	School Roll Number

Applicants, please note:

1 If the advertisement states that electronic applications will be accepted, this Application Form should be emailed to the <u>dedicated email address</u> provided in the advertisement and only to that address.

If the advertisement states that applications are required to be submitted <u>by post</u>, this Application Form must be sent to the Chairperson's address as specified in the advertisement.

- 2 The completed Application Form must arrive at the dedicated email address/specified postal address on or before the date and time stated in the advertisement. Late applications will neither be accepted nor considered.
- 3 Canvassing will disqualify.
- 4 If completing this form in handwriting, please use **black ink**.
- 5 Please do not enclose/attach a Curriculum Vitae
- 6 Do not enclose a separate letter of application or copies of certificates etc, unless specifically requested in the advertisement.
- 7 The successful candidate will be required to present original documents in relation to teaching/other qualifications prior to appointment.

For office use	Received by:	Date:	Time:
only			

Data Protection - Privacy Notice:

All personal information provided on this Application Form will be stored securely by the Board of Management and will be used solely for the purposes of the recruitment process. This information will be retained for the period set out in the relevant appointment procedures, issued by the Department of Education and Skills. In the case of a successful candidate, the information will be retained for the duration of employment and a minimum of one year thereafter. Personal information will be disclosed only to the Interview Board, and will not be disclosed to any other external third party without your consent, except where necessary to comply with statutory requirements or seeking references. You may, at any time, make a request for access to the information held about you as outlined. Should you wish to make any changes, or erasures to any of the information stored about you within the relevant retention period, please contact the Board of Management at the above address.

APPLICANT'S PERSONAL DETAILS					
Name (as per Teaching Council Register)					
Correspondence Address			Mobile Phone No		
Address Line 1:					
Address Line 2:			Landline No.		
Address Line 3:		E-mail Address (Please print clearly if			
Eircode:		completing in handwritten format)			
Total length of accredited ser primary teacher in Ireland	vice as a		Total length of accredited service as a primary teacher in other jurisdictions		
	QUAL		TEACH AT PRIMARY I		
Qualification(s)		Awarding Un Institute	iversity, College or	Final results Day/Mor	
		TEACHING CO	UNCIL REGISTRATION	l	
Registration Number:					
Registered under Regulation (please tick as appropriate):					
Route 1 (Primary)					
Route 2 (Post-primary)					
Route 3 (Further Education)					
Route 4 (Other)					
Registration Status: Full					
Please refer to Circular 0044,	/2019 Eli	gibility Criteria	a For Appointment A	s Principal and Dep	uty Principal
If registration is conditional, p	lease sta	ate the conditi	on(s) and the date b	y which each condi	tion must be met:
Condition 1:			Expiry Date:		
Condition 2:					
Condition 3:			Expiry Date:		
Pending: If pending, please	state the	date of subm	ission of application	<u>:</u>	

DETAILS OF ACADEMIC QU				E WILL BE ASKED TO PR	ESENT ORIGINAL DOCUMENTS	
Qualification		Awarding University Institute	, College or	Length of Course	Final results received: Day/Month/Year	
TEACHING EXPERIENCE - MO HANDWRITTEN FORMAT).	OST RECENT	I FIRST (IF NECESSARY EXPA	ND THE SECTION C	OR USE ADDITIONAL PA	L AGES IF COMPLETING IN	
School Name & Address		of service ne school			Dates	
					From: To:	
					From: To:	
					From: To:	
					From: To:	
					From: To:	
LEADERSHIP AND MANAGE	MENT/PO	ST(S) OF RESPONSIBI	LITY HELD (IF	ANY) – Most rec	ENT FIRST	
School Name	Address		Pos	ition(s) held	Dates	
					From: To:	
					From: To:	
					From: To:	
					From: To:	

OTHER RELEVANT EMPLOY	MENT EXPERIE	ENCE - MOST	RECEN	T FIRST		
Employer/Project	Position		Duties		Dates	
						From: To:
						From: To:
						From: To:
ADDITIONAL QUALIFICATION	S E.G. ICT,	SEN, CERTIF	ICATE T	O TEACH	RELIGION (WHERE A	PPLICABLE)
College(s)	Qı	Qualification Year of Award		Module	es Studied	
OTHER RELEVANT, NON-ACCREDITED COURSES - MOST RECENT FIRST:						
Course Provider	D	Duration and Year of Study		Module	es Studied	
AREAS OF SPECIAL INTERES	ST – CURRICU	LAR /OTHER				
Area		Expertise/Experience			ertise/Experience	

LEADERSHIP AND MANAGEMENT FRAMEWORK

The Quality Framework for Leadership and Management in Irish schools, set out in *LOOKING AT OUR SCHOOLS 2016 - a Quality Framework*, provides a common understanding and language around the organisation and practice of leadership and management roles in Irish schools. It identifies the key leadership and management areas in a school (domains), namely:

- Leading Teaching and Learning
- Managing the Organisation
- Leading School Development
- Developing Leadership Capacity

These domains are then further divided into various content standards for each domain.

GUIDANCE FOR THE COMPLETION OF THE FOLLOWING COMPETENCY SECTION

Under each competency heading, please describe some of your personal achievements that demonstrate the necessary skills and qualities required for the position of School Principal/Deputy Principal. Please illustrate with examples.

Boxes may be expanded as required.

COMPETENCY/DOMAIN 1: LEADING TEACHING AND LEARNING School leaders:
□ promote a culture of improvement, collaboration, innovation and creativity in learning, teaching and assessment
☐ foster a commitment to inclusion, equality of opportunity and the holistic development of each pupil
□ manage the planning and implementation of the school curriculum
☐ foster teacher professional development that enriches teachers' and pupils' learning
Summarise your experience/key achievements to date under this criterion. Please illustrate with examples which effectively demonstrate your competency under this domain.

COMPETENCY/DOMAIN 2: MANAGING THE ORGANISATION
School leaders:
□ establish an orderly, secure and healthy learning environment, and maintain it through effective communication
□ manage the school's human, physical and financial resources so as to create and maintain a learning organisation
□ manage challenging and complex situations in a manner that demonstrates equality, fairness and justice
☐ develop and implement a system to promote professional responsibility and accountability
Summarise your experience/key achievements to date under this criterion. Please illustrate with examples which effectively demonstrate your competency under this domain.

School leaders: □ communicate the guiding vision for the school and lead its realisation in the context of the school's characteristic spirit □ lead the school's engagement in a continuous process of self-evaluation □ build and maintain relationships with parents, with other schools, and with the wider community □ manage, lead and mediate change to respond to the evolving needs of the school and to changes in education Summarise your experience/key achievements to date under this criterion. Please illustrate with examples which effectively demonstrate your competency under this domain.
characteristic spirit lead the school's engagement in a continuous process of self-evaluation build and maintain relationships with parents, with other schools, and with the wider community manage, lead and mediate change to respond to the evolving needs of the school and to changes in education Summarise your experience/key achievements to date under this criterion. Please illustrate with examples
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education Summarise your experience/key achievements to date under this criterion. Please illustrate with examples
which effectively demonstrate your competency under this domain.

Domain Four: Developing leadership capacity School leaders:
□ critique their practice as leaders and develop their understanding of effective and sustainable leadership
□ empower staff to take on and carry out leadership roles
□ promote and facilitate the development of pupil voice, pupil participation, and pupil leadership
□ build professional networks with other school leaders

Personal Statement Please use this section to provide further information in support of your application for Principal/Deputy Principal in this school. [Max. 250 words]

Names & Contact Details of Referees*					
Referee 1		Referee 2			
Name		Name			
Role		Role			
Address		Address			
Work Tel Number		Work Tel Number			
Home Tel Number		Home Tel Number			
Mobile Number		Mobile Number			
	Referee 3				
Name					
Role					
Address					
Work Tel Number					
Home Tel Number					
Mobile Number					

*Please Note:

- 1. Only those referees who know you in a professional capacity should be included. Three names should be provided.
- 2. Close relatives and friends should not be listed as referees.
- **3.** As it is probable that referees will have to be contacted outside of school times, it is crucial that phone numbers (preferably mobile numbers) outside of working hours, are given.
- **4.** Referees will be contacted by a nominated Interview Board member as soon as possible after the interviews have been completed, if you are deemed to be considered an appointable candidate. If the current employer (*where applicable*) is not named as a referee, the Interview Board reserves the right to seek a reference from the current employer.
- **5.** The Interview Board in its sole discretion will determine the suitability of any reference. The Interview Board further reserves the right to seek from a candidate the names of additional referees.

I hereby declare that all the particulars furnished on this application form are true and correct to the best of my knowledge and that I am aware of the qualifications, requirements and particulars for this post, as set out in the advertisement and other relevant documentation.

Signature	Date	-