St. Clement's College Limerick.

Application Form Academic Year September 2025

Subject Teacher Application Form	**Position Applied for:**

1. PERSONAL DETAILS

Name:
Address:
Email:
Telephone:
Present Position:
Teacher Registration Number:
My teaching subjects as recognised by Teaching Council:

2. QUALIFICATIONS (starting with most recent)

Qualification (e.g. B.Sc Hons):
College/University Attended:
Degree Grade Result:
Duration of Course:
Year of Award:
Final Year Subjects:
Third Year Subjects:
Subjects taken during First and Second Year:

Qualifications (continued)
Qualification (e.g. B.Sc Hons):
College/University Attended:
Degree Grade Result:
Duration of Course:
Year of Award:
Final Year Subjects:
Third Year Subjects:
Subjects taken during First and Second Year:

Qualifications (continued)
Qualification (e.g. B.Sc Hons):
College/University Attended:
Degree Grade Result:
Duration of Course:
Year of Award:
Final Year Subjects:
Third Year Subjects:
Subjects taken during First and Second Year:

Leaving Certificate Results		
School Attended:		
Year of Leaving Certificate:		
Subject:	**Level (H/O):**	**Grade:**

3. WORK EXPERIENCE

3.1. Teaching Experience

Dates		School	Role (Subjects taught, Levels, Year groups, hours)
From:	To:		
		Employment Status: (TWT, Substitute etc.)	
		Employment Status: (TWT, Substitute etc.)	
		Employment Status: (TWT, Substitute etc.)	
		Employment Status: (TWT, Substitute etc.)	

3.2. Other relevant Work Experience

Dates		Company/Organisation	Role and Responsibilities:
From:	To:		
		Employment Status: (Fulltime, Part-Time, etc.)	Reason for leaving:
		Employment Status: (Fulltime, Part-Time, etc.)	Reason for leaving:
		Employment Status: (Fulltime, Part-Time, etc.)	Reason for leaving:
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4. PERSONAL INTERESTS

4.1. List your own personal interests and your level of involvement

4.2. How can you contribute to extra-curricular and co-curricular pursuits in St. Clement's College Limerick?

4.3. What is your understanding of the characteristic spirit of St. Clement's College, and how can you support this ethos?

5. PROFESSIONAL INTERESTS

5.1. List professional organisations of which you are a member

5.2. Provide details of in-service courses you have attended, dates and indicate if certification was received.

5.3. Provide details on your level of proficiency in Digital Technologies. (Certification) ICT leadership roles

6. PERSONAL DECLARATION

(If this section is not complete, your application will not be considered. Please circle the relevant answers)

Have you ever been investigated by An Garda Siochána, the HSE or your employer in relation to complaints made concerning your treatment of children?

YES NO

Have you ever been the subject of an allegation of criminal conduct towards a minor?

YES NO

Are you aware of any material aspect of your own conduct which involves the treatment of a minor?

YES NO

All responses furnished by you in respect of the above questions will be treated as confidential, subject to reporting obligations which may be imposed on the school, pursuant to "Children First" published by the Dept of Children and Youth Affairs, the Child Protection Procedures for Primary and Post Primary Schools published by the DES or pursuant to any legal obligation imposed on the school to facilitate the effective investigation of a 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 policy of the Board of Management is that all new personnel recommended for appointment will be vetted and that the outcome of the vetting will be considered, having due 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 determination by the Board of Management of your suitability for employment in the position, having due regard to the vetting information received. No appointment will be confirmed until the aforementioned steps have been completed.

It is essential that you make a full and appropriate disclosure in response to the above questions. 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. FURTHER RELEVANT INFORMATION

7.1. Please provide any further information which you feel might support your application

7.2. Briefly Outline a project/innovation which you have managed/led in school or in an organisation involving a group/team of people.

8. REFEREES

8.1. Please provide two referees (at least one of which must be connected to your most recent teaching position)

- **Email a copy of the completed Application Form and a copy of Teaching Council Reg. and proof of Garda Vetting to principal@Stclements.ie**
- **Proof of Garda Vetting Digital Certificate will be required for shortlisted candidates.**
- **Please do not send Cover Letter.**
- **Canvassing will disqualify.**
- **Only shortlisted applicants will be contacted.**

	Referee Number 1	Referee Number 2
Name:		
Position:		
Profession:		
Address:		
Email address		
Telephone:		

9. IMPORTANT FINAL STEPS:

DECLARATION Please read before signing this application form.

- I declare that the information I have provided is true and accurate and that I have not omitted any material facts. I accept that the offer of employment is conditional on the provision by me of true, accurate information with no material omissions.

- I give my consent to St. Clement's College in making such reasonable enquiries as it sees fit in respect of my application.

- The accuracy of information provided may be checked with other organisations. St. Clements College may obtain from or provide information to third parties for the purposes of the detection and prevention of crime.

- I understand that the data obtained in this application form is obtained for the specified purpose of the advertised competition for which I have applied and will be used for the purpose of the competition advertised.

- If my application for employment is unsuccessful, St. Clement's will hold my data on file for 6 (six) months after the end of the relevant recruitment process. I agree to allow my personal data to be kept on file for a further 6 (six) months for consideration for future employment opportunities. At the end of that period my data is deleted or destroyed in compliance with this school's Data Protection Policy.

I certify that the above information is correct. I understand that the school will submit my details for vetting as required by law to confirm my suitability to work with children. I understand that St Clement's College will contact my referees.

Signed: _____ Date: _____