



Board of Management
Holy Family Community School
Application Form for Teaching Post

Name: _____

Position(s) Applied For: _____

Information for Candidates

1. Completed, signed application forms should be returned to the Secretary, Board of Management, Kilteel Road, Rathcoole, Co. Dublin, no later than the deadline specified on www.educationposts.ie
2. Applications in hard copy format may be sent by post only. Electronic copies of application forms will not be accepted.
3. Late applications will not be accepted. The Board of Management accepts no responsibility for applications that are received late.
4. Please do not supply your Curriculum Vitae as the Selection Board will consult this application form only. Applicants may use page 8 to supply any additional relevant information they wish to bring to the attention of the Selection Board.
5. Application forms may be completed using word processing software or written by hand. If you are using word processing software you are allowed to reformat the answer lines in the application form. Do not change the question numbers or sequence.
6. The Board of Management will nominate a date and time for interviews which cannot be altered. Short listing may apply.
7. The Board of Management will not acknowledge receipt of completed application forms but will notify each interviewee of the success or otherwise of his / her application.
8. If you are awaiting confirmation of registration with the Teaching Council, please insert 'Pending' in the Teacher Registration Number section of this Application Form. Any offer of employment will be conditional on registration with the Teaching Council and be subject to the satisfactory outcome of the Garda Vetting Process and satisfactory references.

1. Personal Details.

Name: _____

Address: _____

Telephone Numbers: _____

Email Address: _____

Are there any restrictions regarding your employment? Yes No
(if you answer Yes, please provide details on separate sheet)

Do you require a Work Permit? Yes No

Are you registered with the Teaching Council? Yes No

If Yes, state your Teaching Council Registration Number: _____

If No, are you eligible for registration and willing to register? _____

Subjects registered with Teaching Council: _____

Garda Vetting: Have you been vetted by the National Vetting Bureau? Yes No

If yes, state when: Year: _____

Please give details of your current position:		
Employer:	Address:	Job Title:
How much notice do you need to give your current employer?		

2. Third Level Qualifications.

Teaching Qualifications:

(a) **Primary Degree:** _____

Grade (e.g. Pass / Honours – 2:1, etc.): _____

University / College: _____

Year of entry: _____ **Year qualified:** _____

First Year Subjects: _____

Degree Subject(s): _____

(b) **Qualification in Education (e.g. H.Dip/PGDE/PME):** _____

Grade (e.g. Pass / Honours – 2:1, etc.): _____

University/College: _____

Year of entry: _____ **Year qualified:** _____

Post Graduate Qualifications:

(a) **Qualification:** _____

Institution: _____

Year of entry: _____ **Year qualified:** _____

(b) **Qualification:** _____

Institution: _____

Year of entry: _____ **Year qualified:** _____

(c) **Qualification:** _____

Institution: _____

Year of entry: _____ **Year qualified:** _____

3. Employment History.

Teaching Experience:

Dates (From/To)	Name & Address of School	Contract Type PWT/RPT/Part-time/Fixed Term	If pro-rata part-time, timetabled hours per week.	Subjects Taught	Level

Non-Teaching Experience (if applicable):

Please provide details of your work history beginning with the most recent post:

Dates (From/To)	Name & Address of Employer	Position held	Summary of Main Duties

4. Professional Development.

Details of membership of and involvement in professional associations:

Dates From / To	Details

List In-Service / Professional Development Courses taken:

Name of Course	Name of Organisation/Institution running course	Length of Course	Year

6. Outside Interests.

Name any extra-curricular activities which you might care to promote:

List outside activities and interests in order of importance to you:

8. Referees.

Please provide names, addresses and position/occupation of two people (other than relatives or friends) with knowledge of you and your work to whom professional reference can be made. 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].

Present or most recent employer:

Name & Title:	Position Held:	Telephone/Mobile:	Email:
Full address:			

Other referee:

Name & Title:	Position Held:	Telephone/Mobile:	Email:
Full address:			

9. Declaration and signature.

In the event of you being recommended for this position, the Board of Management is obliged to comply with the terms of current Department of Education and Skills circular letters.

If you are recommended for this position, a vetting disclosure must be made available to the Secretary to the Board of Management when the offer of employment is being made. The Board of Management may withdraw an offer of employment if a satisfactory vetting disclosure is not made available.

The Board of Management cannot enter into a Contract of Employment without first receiving a vetting disclosure.

By signing below, you consent to a vetting disclosure, received by the Teaching Council from the Vetting Bureau, being made available to the school in accordance with the requirements of Circular Letter 31/2016.

You are also required to sign the declaration below certifying that all information you have provided is accurate.

The Selection Committee may wish to check any of the details you have provided. Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.

I declare that the information supplied in this application form is accurate and true.

Signed

Date

Completed application forms should be returned to the Secretary, Board of Management, Killeel Road, Rathcoole, Co. Dublin, no later than the deadline specified on www.educationposts.ie. Applications in hard copy format may be sent by post only. Electronic copies of application forms will not be accepted.