



**St. Nathy's College
Ballaghaderreen
Co. Roscommon**

CONFIDENTIAL

**EMPLOYMENT APPLICATION FORM
TEACHING POSITION**

For Official Use Only:	Date Received: _____
	Called To Interview: _____
	Date/Time of Interview: _____

PLEASE WRITE OR TYPE IN BLACK INK ONLY. ALL SECTIONS MUST BE COMPLETED IN FULL.

POSITION APPLIED FOR:	
SURNAME:	
FIRST NAME(S):	
HOME ADDRESS:	
CONTACT DETAILS:	WORK: HOME: MOBILE: E-MAIL:
TEACHING COUNCIL REGISTRATION NO:	
SUBJECTS REGISTERED TO TEACH:	

GENERAL EDUCATION (POST-PRIMARY)

NAME OF SCHOOLS ATTENDED	FROM:	TO:	EXAMINATIONS AND GRADES OBTAINED

POST-SECONDARY SCHOOL EDUCATION

PLEASE OUTLINE DETAILS IN CHRONOLOGICAL ORDER OF ALL FURTHER EDUCATION AND THIRD LEVEL ACADEMIC AWARDS

NAME AND ADDRESS OF ACADEMIC INSTITUTION/AWARDING BODY	PERIOD OF STUDY		AWARD/QUALIFICATION OBTAINED (HONOURS DEGREE, ORDINARY DEGREE, CERTIFICATE ETC)	CLASS OF AWARD (IE 1 ST , 2.1, 2:2, PASS)	MAIN SUBJECTS/ DEGREE SUBJECTS
	FROM:	TO:			

HIGHER DIPLOMA IN EDUCATION (IF APPLICABLE)

NAME OF INSTITUTION ATTENDED	FROM:	TO:	CLASS OF AWARD/GRADE OBTAINED

PRESENT OR MOST RECENT TEACHING POSITION

EMPLOYER (NAME AND ADDRESS)	FROM:	TO:	NATURE OF EMPLOYMENT (PT, RPT, TWT, PWT ETC)
DESCRIPTION OF SUBJECTS TAUGHT:			

PREVIOUS TEACHING EXPERIENCE

PLEASE LIST PREVIOUS TEACHING EXPERIENCE INCLUDING ANY OTHER POSITIONS WITH YOUR CURRENT EMPLOYER (MOST RECENT FIRST)

EMPLOYER (NAME AND ADDRESS)	FROM:	TO:	NATURE OF EMPLOYMENT (PT, RPT, TWT, PWT, ETC)	SUBJECTS TAUGHT

POSTS OF RESPONSIBILITY (IF APPLICABLE)

EMPLOYER (NAME AND ADDRESS)	FROM:	TO:	POST HELD INCLUDING DUTIES ATTACHED

COMMERCIAL/INDUSTRIAL WORK EXPERIENCE:

EMPLOYER: (NAME AND ADDRESS)	FROM:	To:	PLEASE OUTLINE NATURE AND MAIN DUTIES OF EMPLOYMENT

EXTRA-CURRICULAR ACTIVITIES:

**Extra-curricular activities in which you have been and/or would be prepared to be involved?
Please outline:**

Supporting Statement: Please outline below any additional information which you believe is relevant to your application for the above position. You may wish to continue on a separate sheet, if necessary – please ensure that your name and the position is included at the top of any additional sheets.

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.

References: Please give details of two referees. At least one referee should be your present or last employer or, if appropriate, a referee from your last academic institution. Please note that references will normally only be requested for shortlisted candidates. Appointments are subject to receipt of satisfactory references to The Secretary, Board of Management, St. Nathy's, College.

Name:
Position:
Address:

Tel No:
Fax No:
E-mail Address:

Name:
Position:
Address:

Tel No:
Fax No:
E-mail Address:

Please note that canvassing will disqualify your application.

I certify that the information provided is true and correct. I understand that should any of the information provided in this application be found to be false or inaccurate in any material way, the Board of Management reserves the right to withdraw any offer of employment made.

Signature: _____ Date: _____

Completed application form and supporting information to be returned to: The Secretary, Board of Management, St. Nathy's College, Ballaghaderreen, Co. Roscommon Tel: 094-9860010; Fax :094 - 9860891 E-mail:principal@stnathys.com Website: www.stnathys.com

**St. Nathy's College
Ballaghaderreen
Co. Roscommon**

**Guidelines for
Completion of Job Application Form**

Thank you for your interest in working in St. Nathy's College. Please take note of the following which we hope will assist you in completing your application form.

- Your application will be assessed on the information you submit on the official application form. Therefore, it is important that you give clear evidence of your knowledge, skills and experience on your application.
- Please read the application form carefully and ensure it is completed as comprehensively as possible and that each section has been filled in.
- The application form must be either typed or completed in BLOCK CAPITALS using black ink (to facilitate copy quality).
- Additional information may be appended to the formal application form by way of separate pages or by way of a separate C.V.
- Care should be taken to provide full and accurate information. Any misstatement given may disqualify your application.
- Further information regarding St. Nathy's College, including details about our school, can be obtained on our website: www.stnathys.com
- Take note of the closing date for the position and make certain your application is submitted in plenty of time. **LATE APPLICATIONS WILL NOT BE ACCEPTED.** St. Nathy's College accepts no responsibility for applications that are received late or lost in the post.
- Application forms will not be accepted electronically and should be signed and returned by post or hand-delivered to the Secretary Board of Management, St. Nathy's College, Ballaghaderreen, Co. Roscommon
- If you wish to receive an acknowledgement of receipt of your application please forward a stamp-addressed envelope with your application form.

Please do not hesitate to contact St. Nathy's College (094 9860010) if you wish to discuss or clarify any aspect of St. Nathy's College Employment Application Form.
