



Marist Brothers Moyle Park College

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MOYLE PARK COLLEGE, CLONDALKIN, DUBLIN 22.
COLÁISTE PHÁIRC MHAOILE, CLUAIN DOLCÁIN, BAILE ÁTHA CLIATH.

Application Form for Secondary School Secretary

Moyle Park College

Instructions:

This form must be signed.

All questions must be answered.

The vetting declaration must be completed.

Do not change the question numbers or sequence.

The Application Form must be typed in Arial font size 12.

The total number of pages (including this cover sheet) should not exceed 10

A letter of application, CV or written reference should accompany this form.

The Closing Date is at 4pm on Tuesday 19th March 2019

Canvassing will disqualify

Name:

Address:

.....

Telephone Contact Details:

Email:

1. Education Record

Dates	School/College	Examination

My Qualifications are:

Dates	College	Examination

2. Additional Professional Qualifications (Certificates/Diplomas or Training)

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3. Work Experience to-date

Dates From - to	Position Held	Duties/Responsibilities

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4. Please outline your level of experiences of the following and give one example under each heading.

Outline your experience/ability to undertake Receptionist duties and give one example of your capacity to carry out these duties.

Outline your experience in inputting data onto a management information system or database and give one example to support your experience:

Outline your experience of reception duties which would involve dealing with people on the phone and meeting and greeting people.

Outline your experience which involved the collection and recording of cash transaction.

Please list your level of experience in using IT:

5. Are there any restrictions on your right to work in this country? Yes: No:

If yes, please give details.
.....
.....

6. Vetting

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

Place an X in the relevant box

6.2 Were you the subject of any allegation of criminal conduct or wrongdoing towards a minor?

YES

NO

Place an X in the relevant box

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

Place an X in the relevant box

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. In the event of any delay in the vetting process, the Board of Management will require the recommended person to confirm in writing his/her acceptance of the aforementioned conditions of appointment to the position.

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.

7. Please supply the names and addresses of two referees,

(One of whom should know you in a professional capacity and the other be in a position to provide a character reference for you):

a) **Name**.....

Address

Telephone

b) **Name**.....

Address

Telephone

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

Signature of Applicant.....

Date.....

- ◆ The Board of Management of this school is an equal opportunities employer
- ◆ Shortlisting of candidates may take place.

Please return to the Secretary, Board of Management, Moyle Park College, Clondalkin, Dublin 22.

**Email: info@moyleparkcollege.com
Closing date and time: 4pm Tuesday 19th March 2019**

Data Protection: All personal information provided on this application form will be stored securely by the school and will be used for the purposes of the recruitment process. Application forms will be retained for a period of 18 months, and in the case of a successful candidate for the duration of his or her employment and a minimum of two years thereafter. This information will not be disclosed to any third party without your consent, except where necessary to comply with statutory requirements. Internally, your information will be kept confidential and only made available as necessary. You may, at any time, make a request for access to the personal information held about you. Should you wish to make any changes, or erasures, to any information stored about you, please contact the principal.