


APPLICATION FORM FOR TEACHING POST
DELETION OF ANY FIELD WILL INVALIDATE THIS APPLICATION
GENERAL

Your application will be assessed on the information you submit on the official application form. Therefore, it is important that it is completed as fully and as comprehensively as possible.

Applicants who wish to be considered for more than one post must complete a separate Application Form in respect of each post.

- The application form must be typed.
- All information must be set out on the official application form. If required, additional pages of these forms may be used. **ADDITIONAL CVs WILL NOT BE ACCEPTED.** An electronic version of the official application form is available on our website www.ourladystemplemore.ie
- When submitting your application form, you must forward all parts to The Principal, Our Lady's Secondary School, Templemore, Co. Tipperary. **APPLICATIONS WILL NOT BE ACCEPTED BY FAX OR E-MAIL.**

You should ensure that your application gives clear evidence of your knowledge, skills and experience. Should short-listing apply, only the information contained in the application form will be considered.

Our Lady's Secondary School is an Equal Opportunities Employer and welcomes applications from all the community.

Office use only	Received by:	Date:	Time:
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APPLICANT'S PERSONAL DETAILS		
Name <i>(as per Teaching Council Register)</i>		
Correspondence Address		
Contact Details	Mobile Phone No	
	Landline No	
	E-mail Address	
	P.P.S. Number	
Garda Vetting	Have you been vetted by the National Vetting Bureau? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Vetting Number: _____
QUALIFICATION TO TEACH AT POST PRIMARY LEVEL		
Qualification(s)	Awarding University, College or Institute	Final results received: Grade/Month/Year



TEACHING COUNCIL REGISTRATION

Registration Number _____

Registered under Regulation (please tick as appropriate):

Regulation 4 (Post-primary)

Registration Status: Full Conditional

If conditional, please state the condition(s) and the date by which each condition must be met:

Condition 1: _____ Expiry Date: _____

Condition 2: _____ Expiry Date: _____

Condition 3: _____ Expiry Date: _____

Pending: *If pending, please state the date of submission of application.* _____

Have you completed the registration condition of Probation? Yes No

If Yes in what setting? Mainstream Restricted

Subjects Qualified to teach (as per Teaching Council Registration):

DETAILS OF ACADEMIC QUALIFICATIONS – MOST RECENT FIRST

INCLUDE UNDER-GRADUATE & POST-GRADUATE QUALIFICATIONS. PLEASE INCLUDE ANY QUALIFICATIONS IN SPECIAL EDUCATION, IF APPLICABLE. THE SUCCESSFUL CANDIDATE WILL BE ASKED TO PRESENT ORIGINAL DOCUMENTS.

Qualification & Grade	Awarding University, College or Institute	Length of Course	Final results received: Grade/Month/Year

All information provided in this form is confidential to the Selection Board



TEACHING EXPERIENCE – MOST RECENT FIRST (IF NECESSARY EXPAND THE SECTION OR USE ADDITIONAL PAGES)

*IF NEWLY QUALIFIED, PLEASE GO TO PAGE 5

School Name & Address	Date(s) of service in the school	Position(s) held	Dates in each Position
			From: To:
			From: To:
			From: To:
			From: To:
			From: To:

POST(S) OF RESPONSIBILITY HELD (IF ANY) – MOST RECENT FIRST

School Name	Address	Position(s) held	Dates
			From: To:
			From: To:



***IF NEWLY QUALIFIED PLEASE INSERT TEACHING PRACTICE GRADES – MOST RECENT FIRST**

School Name	Address	Class taught	Dates	Grade
			From: To:]	
			From: To:]	
			From: To:]	
			From: To:]	

LEAVING CERTIFICATE RESULTS

Subject	Level	Grade

ADDITIONAL QUALIFICATIONS E.G. ICT, CERTIFICATE TO TEACH RELIGION (IF APPLICABLE)

College(s)	Qualification and Year	Modules Studied


OTHER RELEVANT, NON-ACCREDITED COURSES – MOST RECENT FIRST

AREAS OF SPECIAL INTEREST – CURRICULAR/OTHER

Area	Expertise/Experience/Specialism undertaken in College

OTHER RELEVANT EMPLOYMENT EXPERIENCE – MOST RECENT FIRST

Employer/Project	Position	Duties	Dates	Grade
			From: To:	
			From: To:	
			From: To:	
			From: To:	

OUTLINE YOUR VISION FOR THE ROLE OF SUBJECT TEACHER AT OUR LADY'S

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EXTRA-CURRICULAR ACTIVITIES FORM AN INTEGRAL PART OF THE EDUCATIONAL PROVISION AT OUR LADY'S. WHAT CONTRIBUTION ARE YOU PREPARED TO MAKE IN THIS AREA?

ADDITIONAL INFORMATION (NOT ALREADY MENTIONED) TO SUPPORT YOUR APPLICATION

NOT MORE THAN 150 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 No	[[]]	Mobile No	[[]]

Please Note:

1. Only those referees who know you in a professional capacity should be included. At least two names should be provided, one of whom must be a school Principal, to whom you are well known but not related, from whom Our Lady's Secondary, Templemore, Co. Tipperary can request references on your behalf.
2. 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.
3. If the current employer (*where applicable*) is not named as a referee, the Selection Board reserves the right to seek a reference from the current employer.
4. The Selection Board in its sole discretion will determine the suitability of any reference. The Selection Board further reserves the right to seek from a candidate the names of additional referees.

All information provided in this form is confidential to the Selection Board



CONFIDENTIAL – PERSONAL DISCLOSURE FORM:

Have you ever been convicted of a criminal offence or been given a caution?

Yes: No:

If YES, please detail below the nature and date(s) of the offence(s): _____

FULL NAME (Block Capitals): _____

ADDRESS (Block Capitals): _____

PLACE OF BIRTH: _____

Please specify any other name that you were previously known by: _____

Previous Address to above: _____

I confirm that nothing within my personal or professional background deems me unsuitable for employment with Our Lady's Secondary School, Templemore, Co. Tipperary.

I declare that the above information is true and agree that I will abide by and accept the terms and conditions of employment should I be successful in my application for a position.

Signature of Applicant: _____ Date: _____

The school will treat all the information, including personal details, which you give as confidential, subject to Our Lady's responsibilities under the Data Protection Acts.
False declaration could lead to Non Employment or Dismissal.



DECLARATION

Before signing this form, please ensure that you have replied fully to all questions asked. Offers of employment are subject to verification of candidate's eligibility for the position applied for.

I CERTIFY that all particulars in this application are true and correct, to the best of my knowledge and belief.

I am aware that any canvassing, by me, or on my behalf, will disqualify me from the position I am seeking and that any employment offered to me is dependent upon the information given herein being correct.

I am aware that false or misleading information or deliberate omissions may result in disqualification or the withdrawal of any offer of employment.

Signature of Applicant: _____

Date: _____

Please note that it is the responsibility of all applicants to ensure that completed application forms are received by 12 noon on 24th May 2019