



SACRED HEART SECONDARY SCHOOL,  
Drogheda

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**Board of Management**

**APPLICATION FORM**

**Application Form for a Substitute Guidance & Counselling and Learning Support post**

**This is a teaching post funded by monies from the Oireachtas.**

<b>Details</b>	
Name	
Address	
Telephone	
Email	

<b>Teaching Council Registration Details</b>	
Are you fully registered with the Teaching Council?	<b>YES:</b> <b>NO:</b>
What is your Teaching Registration Council number?	
Please list your subjects registered with the Teaching Council	<b>List:</b>

**1. Education Record**

**1.1 My Third Level Qualifications are:**

	Period of attendance		Uni/College attended	Title of Qualification eg. B.A., B. Comm. etc	Level of award	Qualification Grade	Subject(s)
	From	To					
Primary Degree							
Post Grad Degrees							
Other							

**1.2 My Teacher Education Qualifications are:**

Dates	College	Examination	Grade Achieved	Subjects

**1.3 My Post Primary Education**

Subject	Examination	Level	Grade


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

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**3. Teaching and other relevant experiences to-date**

**3.1. Please list any relevant experience (starting with most recent). In the case of teaching experience, please indicate the nature of the position**

<b>Dates From - to</b>	<b>Subjects taught</b>	<b>Levels taught</b>	<b>School/College /Organisation</b>	<b>Position (PWT, RPT, Mat etc.)</b>	<b>Responsibilities</b>

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**3.2 Knowledge, understanding and capacity to meet the needs of this position (Guidance Counsellor & Learning Support)**

**Summarise your experience/key achievements to date under this heading and give examples which demonstrate your competency.**

**3. Detail co-curricular and/or extra-curricular activities in which you have been and/or would be prepared to be involved?**

Please outline

**5.Any other relevant information such as CPD, SEC**

Date	CPD,SEC etc.


*Please note that skills and experience acquired outside of work can sometimes be just as relevant as those gained in work.*

## 6. Other Interests

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

## 7. Are there any restrictions on your right to work in this country?

Yes \_\_\_\_\_ No \_\_\_\_\_

## 8. Personal Declaration:

If this section is not completed, your application will not be considered for processing.

8.1 Have you been investigated by the Gardaí, HSE, or your employer in relation to substantiated complaints made concerning your treatment of children?

YES

NO

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

YES

NO

8.3 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 8.1, 8.2 and 8.3 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.

## **9. Please supply the names and addresses of three referees,**

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

**a. Professional Capacity:**

**Name**.....

**Position**.....

**Address** .....

**Telephone** .....

**b. Professional Capacity:**

**Name**.....

**Position:** .....

**Address** .....

**Telephone** .....

**a. Character Reference:**

**Name**.....

**Position**.....

**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.  
*This position is subject to the post not being required for the redeployment process.*

**Please return by email to      [appointments@sacredheart.ie](mailto:appointments@sacredheart.ie)**

**Closing date: Friday 30<sup>st</sup> May 2019 at 3.30pm**