

# **Application Form**

## **School Secretary**

### **De La Salle College, Churchtown**



#### **Instructions:**

**This form must be signed.**

**All questions must be answered.**

**Do not change the question numbers or sequence.**

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

**No letter of application, CV or written reference should accompany this form.**

**The Closing Date is at 5pm Thursday 15<sup>th</sup> August.**

**Canvassing will disqualify.**

**Name:** .....

**Address:** .....

.....

**Telephone Contact Details:** .....

**Email:** .....

**1. Education Record**

<b>Dates</b>	<b>School/College</b>	<b>Examination</b>

My Qualifications are:

<b>Dates</b>	<b>College</b>	<b>Examination</b>

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

.....

.....

.....

.....

**3. Work Experience to-date**

<b>Dates From - to</b>	<b>Position Held</b>	<b>Duties/Responsibilities</b>

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

Outline your experience/ability to undertake secretarial duties and give one example of this capacity:

Outline your experience/ability of dealing with accounts/ wages/SAGE and give one example of your capacity:

Outline your experience/ability in reception/administration and give one example to support your experiences:

Outline your experience/ability of working as a PA and as part of a team and give an example:

**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 7.1, 7.2 and 7.3 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.

**8. Please supply the names and addresses of two referees,**  
*(None 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** .....  
**Email**.....

b) **Name**.....  
**Address** .....  
**Telephone** .....  
**Email**.....

**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 post to the Secretary of the Board of Management, De La Salle College,  
Upper Churchtown Road, Dublin 14**

**Or  
Email to**

**dlscrecruitment@delasallecollege.com**

**Closing date: 5pm Thursday 15<sup>th</sup> August 2019**



