

Sligo Grammar School

Church of Ireland

Co-educational Day and Boarding School



Sligo Grammar School

The Mall

Sligo

APPLICATION FOR THE POST OF

**SCHOOL ADMINISRATOR/
SECRETARY/RECEPTIONIST/
P.A. TO THE HEADMASTER**

Application may be typed or completed by in hand in dark ink.
 Additional information may be supplied on a separate sheet where more space is needed.

1. PERSONAL INFORMATION

Surname		First Name	
Address			
Landline		Mobile	
E-Mail			

PRIMARY / SECOND LEVEL EDUCATION

Dates From – To	Schools / Colleges

2. PROFESSIONAL QUALIFICATION

Name of Institution	Dates From – To	Qualification/ Grades	Subjects	Awarding Body	Dates of Awards

3. COURSES/PROFESSIONAL DEVELOPMENT

Name of Institution	Dates From – To	Course Details	Qualifications (if awarded)

4. PRESENT POST

Name and address: _____

Type of Work: _____ **Current pay:** _____

Date of appointment: _____ **Temporary/permanent (delete as appropriate)**

Present post (job title and outline of current duties):

5. EMPLOYMENTS (please list in chronological order)

Dates From – To	Employer	Post	Responsibilities / Duties

6. ADDITIONAL SKILLS, INTERESTS & DISTINCTIONS

Please provide any other information which you consider relevant to your application.

7. PERSONAL QUALITIES

Please describe the personal qualities which would equip you to perform your duties as a Administration/Secretary/Receptionist/P.A. to the Headmaster within Sligo Grammar School.

8. OTHER INFORMATION

9. REFEREES (Please provide the names & contact details of three referees; one professional, one social, plus one other. The Selection Panel reserve the right to contact referees.)

Name	Address	Telephone Numbers

10. CHILD PROTECTION

Child Protection is of paramount importance to the Board of Sligo Grammar School who must be satisfied that all employees pose no risk, either to pupils or staff. It is understood from your application that you consent to contact being made with any former employers or referees mentioned within your application.

The current vetting guidelines provide that all staff recruited with effect from 1st September 2006 will require the applicant to be vetted.

Any person who has been employed in a school or centre listed above in the past, but who has not been employed in a school or centre within the last three years, must be vetted. In accordance with Circular 0094/2006, any application for vetting, if necessary, will only be made in respect of the person to whom the Board propose to offer the post of Teacher. If vetting of the successful applicant is required under Circular 0094/2006, an application of vetting will not be made without the consent of the successful applicant.

However, Circular 0094/2006 provides that a person, who refuses to provide his/her consent, may not be appointed in any capacity by the management authority of any school.

Have you been investigated by the Gardaí, Health Board or any employer in relation to any complaints, which were ultimately substantiated regarding your treatment of children?

YES

NO

If the answer is **YES** please provide details in box below.

11. DECLARATION BY APPLICANT

Applications are accepted on the basis that the applicant has read and supports the ethos of Sligo Grammar School as outlined in our prospectus and website.

I declare that:

- (a) I have read and understood the requirements and particulars of the appointment which have been supplied to me.**
- (b) I give the school the right to investigate all references and to secure additional information about me, provided it is related to my application for this post. I hereby release from liability the school and its representatives for seeking such information and all other persons, corporations or organisations for furnishing such information.**
- (c) I further understand that the job offer may be subject to the satisfactory outcome of references and/or a pre-employment health assessment and I consent to my doctor being approached for further information, including medical reports, if the school considers it necessary.**
- (d) An applicant found to have knowingly given false or inaccurate information, or to have wilfully failed to disclose any relevant fact, will be excluded from the recruitment process or may be dismissed.**

Signature _____ **Date** _____

The completed application should be returned and marked “Private and Confidential” to:

**The Secretary to the Board of Management
Sligo Grammar School
The Mall
County Sligo**

Or by email to admin@sligogrammarschool.org

**To arrive not later than 12:00 noon on 24 February 2020.
Short listing may apply prior to interviews.**

Sligo Grammar School is an equal opportunities employer.