



**SACRED HEART SECONDARY SCHOOL,
Drogheda**

Board of Management

APPLICATION FORM

Application Form for a fixed purpose History and English teaching post funded by monies from the Oireachtas.

Details	
Name	
Address	
Telephone	
Email	

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

1. Education Record

1.1 My Second Level Education:

School	Leaving Certificate Subject(s)	Level	Grade	Year

1.2 My Third Level Qualifications are:

	Period of attendance	Uni/College attended	Title of qualification	Level of Award	Qualification Grade	Subject(s)

			e. B.A, BComm. Etc.			
Primary Degree Yr 1						
Yr 2						
Yr 3						
Yr 4						
Post Grad. Diploma/Teacher qualification						
Additional Professional Qualifications (Certs/Dipl/Trainin g						

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

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

3.2 Knowledge, understanding and capacity to meet the needs of this position (Teacher of History and English)

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

4.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

Closing date: 23rd April 2020 at 4.00pm