



**APPLICATION FORM FOR TEACHING POST**

**DELETION OF ANY FIELD WILL INVALIDATE THIS APPLICATION**

**Applicants, please note:**

- 1 The application form should be emailed to [jobapplications@stdeclanscollege.ie](mailto:jobapplications@stdeclanscollege.ie) and only to that address.
- 2 The completed form must arrive at the dedicated email address on or before the date and time stated in the advertisement. Late applications will neither be accepted nor considered.
- 3 Canvassing will disqualify.
- 4 If completing this form in handwriting, please use **black ink**.
- 5 **DO NOT**  
Attach a separate letter of application

The successful candidate will be required to present original documents in relation to teaching/other qualifications prior to appointment.

**Position applied for:**

*Please state clearly teaching position applied for above*

<b>Office use only</b>	<b>Received by:</b>	<b>Date:</b>	<b>Time:</b>

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



APPLICANT'S PERSONAL DETAILS		
<b>Name (as per Teaching Council Register)</b>		
<b>Correspondence Address:</b>  <i>Please enter address above</i>	<b>Mobile Phone No</b>	
	<b>Landline No</b>	
	<b>E-mail Address</b> <i>(please print clearly if completing in handwritten format)</i>	
QUALIFICATION TO TEACH AT <u>PRIMARY</u> LEVEL (IF APPLICABLE)		
Qualification(s)	Awarding University, College or Institute	Final results received: Day/Month/Year
TEACHING COUNCIL REGISTRATION		
<b>Registration Number</b> _____		
<b>Registered under Regulation</b> <i>(please tick as appropriate):</i>		
Regulation 2 (Primary)		<input type="checkbox"/>
Regulation 3 (Montessori and Other Categories)		<input type="checkbox"/>
Regulation 4 (Post-primary)		<input type="checkbox"/>
Regulation 5 (Further Education)		<input type="checkbox"/>
<b>Registration Status:</b>	Full <input type="checkbox"/>	Conditional <input type="checkbox"/>
<i>If conditional, please state the condition(s) and the date by which each condition must be met:</i>		
Condition 1: _____ Expiry Date: _____		
Condition 2: _____ Expiry Date: _____		
Condition 3: _____ Expiry Date: _____		
<b>Pending:</b> <i>If pending, please state the date of submission of application:</i> _____		
<b>Have you completed the registration condition of Probation?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>If Yes in what setting?</b> Mainstream <input type="checkbox"/> Restricted <input type="checkbox"/>		

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**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, Subjects (where relevant) & Grade	Awarding University, College or Institute	Length of Course	Final results received: Day/Month/Year

**TEACHING EXPERIENCE – MOST RECENT FIRST (IF NECESSARY EXPAND THE SECTION OR USE ADDITIONAL PAGES IF COMPLETING IN HANDWRITTEN FORMAT).**

\*IF NEWLY QUALIFIED, PLEASE GO TO NEXT PAGE

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:

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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:	

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

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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:	

**PLEASE INDICATE HOW YOU THINK YOUR EXPERIENCE/SKILL(S) CAN ASSIST IN THIS PARTICULAR POST**  
**NOT MORE THAN 150 WORDS**

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**PLEASE INDICATE HOW YOU THINK YOU CAN CONTRIBUTE TO THE ETHOS AND SUCCESS OF THIS SCHOOL  
NOT MORE THAN 150 WORDS**

Empty response area for the first question.

**ADDITIONAL INFORMATION (NOT ALREADY MENTIONED) TO SUPPORT YOUR APPLICATION  
NOT MORE THAN 150 WORDS**

Empty response area for the second question.



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	
Referee 3		Referee 4	
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 \*three names should be provided.
2. Close relatives and friends **should not** be listed as referees.
3. 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.
4. 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.
5. 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.

I hereby declare that all the particulars furnished on this application form are true and correct to the best of my knowledge and that I am aware of the qualifications, requirements and particulars for this post, as set out in the advertisement and other relevant documentation.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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