

For office use

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# Portumna Community School

## Application form for Permanent SECRETARIAL position 2020

This form applicable to employment process completed after April 29<sup>th</sup> 2016

NB YOU MUST HAVE BEEN GARDA VETTED SINCE APRIL 30<sup>TH</sup> 2016 or IN THE PROCESS OF APPLICATION BEFORE FILLING POSITION IN EARLY SEPTEMBER 2020

*Complete all sections in full.*

Position
<b>PERMANENT CLERICAL OFFICER/SECRETARY GRADE 3</b>

Personal Details	
Name	
Home Address & Correspondence Address if different	
Mobile number	
Landline	
email	

Garda Vetting Requirements	
<i>Please note that these requirements must be complied with.</i>	
Have you been Garda vetted since April 30 <sup>th</sup> 2016?	No <input type="checkbox"/> <i>If you have not been or in the process of/unable to gain vetting since April 30<sup>th</sup> 2016 you cannot apply for this position.</i>



### Referees

*Give the names and full contact details of two people willing to give verbal references  
(please include two written references with application)*

1.

2.

### Third Level/Further Education

*In this section list all the Institutions you have attended*

<b>Institution 1</b>	
<b>Years from and to</b>	
<b>Course followed</b>	
<b>Award received (Degree, Diploma, Certificate, Other)</b>	
<b>Level of Award (Honours e.g. 1.1, 2.1, Pass, Other)</b>	
<b>Subjects in Award</b>	
<b>Other Details</b>	

<b>Third Level/Further Education</b> <i>In this section list all the Institutions you have attended</i>	
<b>Institution 2</b>	
<b>Years from and to</b>	
<b>Course followed</b>	
<b>Award received (Degree, Diploma, Certificate, other)</b>	
<b>Level of Award (Honours e.g. 1.1, 2.1, Pass, Other)</b>	
<b>Subjects in Award</b>	
<b>Other Details</b>	

<b>Second Level Education</b>	
<b>School Name and Address</b>	
<b>Years from and to</b>	
<b>SEC Results (Leaving Cert. or other):</b>	

<b>List Any Other Relevant Courses/Qualifications</b>	
<b>Course Title</b>	<b>Description</b>

<b>Employment History (1)</b> Include Most Recent First	
<b>Employer Name and Address</b>	
<b>Years from and to</b>	
<b>Nature of employment</b>	

<b>Other Employment History (2)</b>	
<b>Employer Name and Address</b>	
<b>Years from and to</b>	
<b>Nature of employment</b>	

<b>Other Employment History (3)</b>	
<b>Employer Name and Address</b>	
<b>Years from and to</b>	
<b>Nature of employment</b>	

**Relevant Skills and Aptitudes**

*Please List With a Brief Description*

**Other Information**

*Add any other relevant information*

## DECLARATION AND SIGNATURE

Please read and sign the form below, certifying that all information you have provided is accurate.

- It is the candidate's responsibility to ensure that all required information is supplied  
  
Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.
- The Board of Management may withdraw an offer of employment if a satisfactory vetting disclosure is not made available.
- The Board of Management cannot enter into a Contract of Employment without first receiving a vetting disclosure.
- You are also required to sign the declaration below certifying that all information you have provided is accurate.
- The Selection Committee may wish to check any of the details you have provided.
- Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.
- I declare that the information supplied in this application form is accurate and true.
- I declare that I have not been investigated or convicted for any child abuse related charges in any jurisdiction.
- Please include 2 written references and evidence of Garda Vetting disclosure/application process with completed application form.

Completed applications must **arrive by post no later than 4 pm Thursday August 20<sup>th</sup> 2020**. Shortlisted candidates must be available for interview in person the week beginning August 24<sup>th</sup> with the successful applicant available to take up the position in early September.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE NOTE CAREFULLY:**

**LATE APPLICATIONS WILL NOT BE ACCEPTED**



