



# Mercy Secondary School Ballymahon, Co. Longford



## APPLICATION FORM FOR TEACHING POST

Application Form for post of .....

<b>Details</b>	
Name	
Address	
Telephone	
Email	

<b>Teaching Council Registration Details</b>	
Are you registered with the Teaching Council?	<b>YES:</b> <b>NO:</b>
What is your Teaching Registration Council number?	
Please list your subjects registered with the Teaching Council: <b>(Also please attach copy of Teaching Council registration showing subjects)</b>	<b>List:</b>

**1. Education Record:**

**Post Primary School attended:**

**My Leaving Certificate Results are:**

Subject	Level	Grade

**My Third Level Qualifications are:**

Dates	College	Qualifications	Grade

**My Teacher Education Qualifications are:**

Dates	College	Examination	Grade

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

**3. Teaching experience to-date**

Current Employer / Name & Address	Period of Service	Subject(s) taught	Classes and level taught i.e. 1 <sup>st</sup> yr; 2 <sup>nd</sup> yr / H/O/F)	Type of Contract	Approx hrs p.w.

Name and address of previous Employer(s)	Period of Service		Subject(s) taught	Classes and level taught i.e. 1 <sup>st</sup> yr, 2 <sup>nd</sup> yr H/O/F)	Type of Contract	Approx hrs p.w.
	From	To				

**4 Extra-curricular activities in which you have been and/or would be prepared to be involved?**

**Please outline:**

**5 Any other relevant information:**

**Please outline:**

*Please note that skills and experience acquired outside of work can sometimes be just as relevant as those gained in work.*

**6 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

**6.2** Were you the subject of any allegation of criminal conduct or wrongdoing towards a minor?

YES

NO

**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

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 6.1, 6.2 and 6.3 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.

**7 Please supply the names, addresses and contact details of two Professional referees. Include mobile phone number if possible,**

**(a) Name**.....

**Address** .....

**Position:** .....

**Telephone** .....

**Mob. Tel:**

**(b)Name**.....

**Address** .....

**Position:** .....

**Telephone** .....

**Mob. Tel:**.....

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 return to [recruitment@mercyballymahon.ie](mailto:recruitment@mercyballymahon.ie).**



## Teaching Post Advertisement Privacy Notice Mercy Secondary School (effective 25th May 2018)

### Who is collecting the data

Mercy Secondary School  
Ballymahon, Co. Longford, N39 P8C5.  
T: 0906 432 267  
E: info@mercyballymahon.ie

This Privacy Notice governs the manner in which Mercy Secondary School collects, uses, maintains and discloses information collected throughout the recruitment, hiring and employment of staff.

### Personal Identifiable Information

We collect personal identification information from staff and prospective staff in a variety of ways in connection with your employment at our school.

### Staff / Recruitment Data (Lawful Basis: Public Interest, Contractual Obligation, Legal Obligation):

- Name, Address, Date of Birth, Phone Number;
- PPSN;
- Payroll No.;
- Teaching Council Registration No.;
- Vetting No.;
- Payment details;
- Statutory deductions Voluntary deductions e.g. trade union subscription;
- Service history;
- Leave including Sick leave / Secondments;
- Qualifications & Results (2<sup>nd</sup> & 3<sup>rd</sup> Level) & Work Experience;
- Particulars of your cases where you may query the application of the terms and conditions e.g. Contract of indefinite duration;

### How we use collected information

We use your personal data (staff) for purposes including:

- your application for employment;
- to provide you with appropriate direction and support in your employment;
- to care for your health and well-being;
- to process grant applications, fees and scholarships;
- to coordinate, evaluate, fund and organise educational programmes;
- to comply with our legal obligations as an employer;
- to comply with our monitoring and reporting obligations to Government bodies;
- to process appeals, resolve disputes, and defend litigation etc.



### **How we protect your information**

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information.

### **How long do we keep your personal information?**

We keep your personal information for a length of time as per our Retention Policy i.e. For staff we will retain data for the duration of employment and up to 7 years thereafter. If you apply for a position but you are unsuccessful, we will retain your data for up to 18 months after close of the competition. After this time, your data will be destroyed by confidential shredding or deletion from our school's database.

In certain circumstances we may retain your data longer, these circumstances and the retention period are outlined in Mercy Secondary School Data Protection Policy.

### **Sharing your personal information**

We do not sell or trade personal identification information to others. We may share your data with the State Examinations Commission, the Department of Education and Skills, NCSE, TUSLA, An Garda Síochána, HSE, the Department of Social Protection, the Revenue Commissioners etc.

The level of sharing and the nature of what is shared depend on various factors. The Government bodies to which we transfer your personal data will use your personal data for their own purposes (including: to verify other information they already hold about you, etc) and they may aggregate it with other information they already hold about you and your family. We also share your personal data with other third parties including our insurance company and other service providers (including IT providers, security providers, legal advisors etc), We are legally required to provide certain records relating to the progress of a student (under 18 years) in his/her education to the student's parents/guardians, including results of examinations.

### **Your rights**

You have a number of rights in relation to your personal information. These rights include the right to:

- request information regarding the personal data that we hold about you and the source(s) of that information. You can request a copy of any personal data we hold about you. This service is free of charge.
- request that we rectify without undue delay any inaccuracies in relation to the personal data we hold;
- in some circumstances, request the erasure of your personal data or object to the processing of your data;
- obtain restriction of processing in some circumstances;
- object to any processing in some circumstances;
- in some circumstances, request that your personal data be transferred to you or a new school if the data is processed automatically (Please note, that we retain only a copy of certain data collected from you. Furthermore we do not avail of systems that make automated decisions based on your data);
- if we are processing any data for which you have given consent, you may withdraw consent to us processing your personal data. This will not affect the processing already carried out with your consent; and
- lodge a complaint with a supervisory authority. In Ireland, this is the Office of the Data Protection Commissioner;

Any enquiries regarding the above rights or if you wish to exercise any of these rights or any other rights provided for in this statement please contact us.