

# APPLICATION FORM FOR TEACHING POST



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

## Applicants, please note:

- 1 Only electronic applications will be accepted. The Application Form should be emailed to the dedicated email address provided: [vacancy@stleoscarlow.ie](mailto:vacancy@stleoscarlow.ie)
- 2 Each position commences on 24<sup>th</sup> August 2020.
- 3 These are fixed-term teaching posts funded by monies from the Oireachtas which are subject to DES approval and to the closing of re-deployment
- 4 Canvassing will disqualify.

## Notes on the completion of this form

- Completed application forms will only be accepted via email. No CV's, only this official application form, will be considered as valid for this competition.
- Please note that applicants who wish to be considered for more than one post advertised by this school, must complete a separate application form in respect of each post.
- Shortlisting may occur
- All sections of the application form must be fully completed giving as much detail as possible of your skills and experience relating to this post application as shortlisting will be based on the information gathered from this form.
- The Board of Management of this school is an equal opportunities employer.
- A panel may be created following the interviews from which subsequent vacancies may be filled.
- Exact specification of contracted hours granted will depend on timetable needs. This includes the exact number of hours given and the combination of subjects.
- Please e-mail the completed form to [vacancy@stleoscarlow.ie](mailto:vacancy@stleoscarlow.ie) by **5.00pm on Wednesday 5<sup>th</sup> August 2020.**
- The successful candidate will be required to present original documents in relation to teaching/other qualifications prior to appointment.

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

Position being applied for:

APPLICANT'S PERSONAL DETAILS					
<b>Name (as per Teaching Council Register)</b>					
<b>Correspondence Address</b>	<b>Mobile Phone No</b>				
	<b>Landline No</b>				
	<b>E-mail Address</b>				
EDUCATION RECORD					
<b>Leaving Certificate</b>					
<b>Dates attended</b>	<b>School</b>	<b>Subjects taken</b>	<b>Level</b>	<b>Grade attained</b>	
<b>Total points achieved in Leaving Certificate.</b>					
TEACHING COUNCIL DETAILS					
<b>Registration Number</b> _____					
<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: _____					
<b>Pending:</b> <i>If pending, please state the date of submission of application:</i>					

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

Please list your subjects registered with the Teaching Council

**DETAILS OF ACADEMIC QUALIFICATIONS – MOST RECENT FIRST**

INCLUDE UNDERGRADUATE & POST-GRADUATE QUALIFICATIONS. PLEASE INCLUDE ANY QUALIFICATIONS IN SPECIAL EDUCATION, IF APPLICABLE. THE SUCCESSFUL CANDIDATE WILL BE ASKED TO PRESENT ORIGINAL DOCUMENTS.

<b>Qualification &amp; Grade</b>	<b>Awarding University, College or Institute</b>	<b>Length of Course</b>	<b>Final results received: Day/Month/Year</b>

**TEACHING EXPERIENCE – MOST RECENT FIRST**

<b>School Name &amp; Address</b>	<b>Date(s) of service in the school</b>	<b>Position(s) held contract type (PWT/ CID/TWT/PT) (Please state hours)</b>	<b>Nature of work including subjects &amp; levels taught</b>
	From: To:		
	From: To:		
	From: To:		

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

<b>POST(S) OF RESPONSIBILITY HELD (IF ANY) – MOST RECENT FIRST</b>			
<b>School Name</b>	<b>Address</b>	<b>Position(s) held</b>	<b>Dates</b>

<b>OTHER RELEVANT, NON-ACCREDITED COURSES/CPD UNDERTAKEN</b>		
<b>Title of Course</b>	<b>Dates</b>	<b>Venue/Provider</b>

<b>AREAS OF SPECIAL INTEREST – CURRICULAR/EXTRA-CURRICULAR activities in which you have been and/or would be prepared to be involved?</b>	
<b>Area</b>	

<b>Employer/Project</b>	<b>Position</b>	<b>Duties</b>	<b>Dates</b>

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

**PLEASE INDICATE HOW YOU THINK YOUR EXPERIENCE/SKILL(S) CAN ASSIST IN THIS PARTICULAR TEACHING POST**

**NOT MORE THAN 150 WORDS**

**PLEASE INDICATE HOW YOU THINK YOU CAN CONTRIBUTE TO THE ETHOS AND SUCCESS OF THIS SCHOOL**

**NOT MORE THAN 150 WORDS**

**ADDITIONAL INFORMATION (NOT ALREADY MENTIONED) TO SUPPORT YOUR APPLICATION**

**NOT MORE THAN 150 WORDS**

I understand that St. Leo's College is a Catholic school under the trusteeship of CEIST. I have read, accepted and undertake to support and promote the core values expressed in the CEIST Charter as available on line at [http://www.ceist.ie/about\\_us/index.cfm?loadref=8](http://www.ceist.ie/about_us/index.cfm?loadref=8)

YES \_\_\_ NO \_\_\_

### CHILD PROTECTION AND VETTING

Please note that employment in this school is subject to the terms of circular 0031/2016 from the Department of Education and the Vetting act, which commenced from 29 April 2016

Under this act, the school will have to obtain a vetting disclosure from the Bureau prior to any employment. As an additional safeguard, should you be employed here, a **Statutory Declaration** and **Form of Undertaking** must be completed and provided to the school authority prior to making a teaching appointment of any duration.

***If the following section is not completed, your application will not be considered for processing.***

Have you been investigated by the Gardaí, HSE, or your employer in relation to substantiated complaints made concerning your treatment of children?

YES/NO

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

YES/NO

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.

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

**ST. LEO'S COLLEGE, CARLOW**

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 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.

**HAVE YOU COMPLETED THE TUSLA CHILDREN FIRST TRAINING  
PLEASE TICK**

Yes:                       No:

NAMES & CONTACT DETAILS OF REFEREES*			
Referee 1		Referee 2	
Name		Name	
Role		Role	
Address		Address	
Telephone Number		Telephone Number	

**\*Please Note:**

1. Only those referees who know you in a professional capacity should be included.
2. 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.
3. 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.
4. 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:**