



Villiers School

Teaching Position Application Form

Teaching Subject(s) applied for:

Date:

Thank you for downloading this application form for teaching vacancies in Villiers School.

1. Ensure that you complete ALL sections of this form in full.
2. Once completed, save the form in Word format using your main teaching subject and name as the new file name – eg. mathsdavidjones, englishjanesmyth, etc. If your application is not saved in this way, it will not be considered. If you are applying to teach multiple subjects, please submit separate applications for each subject – eg. irishdavidjones, historydavidjones.
3. Email the form as an attachment to careers@villiers-school.com. Postal applications will not be considered.
4. You should receive a brief acknowledgement by email within 48 hours. If you do not, please check your junk mail or spam folder. If there is still no evidence of an acknowledgement please contact the School immediately.

The information that you provide on this form will be handled and stored in accordance with current Data Protection legislation. Except for the successful candidate, all records from the recruitment process will be held electronically for six months, after which time they will be permanently deleted.

Saving your own copy of this document will allow you time to consider the various questions at length.

SECTION A

Name:	
Contact Address:	
Phone Number:	
Email Address:	

SECTION B - EDUCATIONAL QUALIFICATIONS

B.1 POST PRIMARY

School(s) Attended	From	To	Leaving Cert (or equivalent) Subjects, Levels and Grades obtained

B.2 THIRD LEVEL (UNDERGRADUATE & POSTGRADUATE) QUALIFICATIONS

Academic Institution Attended	From	To	Award/Qualification obtained (e.g. 2.I Honours B.Sc. degree)	Main Degree/Diploma Subjects

B.3 CONTINUOUS PROFESSIONAL DEVELOPMENT

Please list any in-service or other training courses you have attended, giving details of the organisation running the training as well as the dates and duration of the course. Please give details of membership of any professional associations.

SECTION C - TEACHING AND OTHER RELEVANT EXPERIENCE

C.1 Please list any relevant experience (start with the most recent and work backwards). In the case of teaching experience, please indicate whether the position was Part-Time (PT), Maternity Leave, Sick Leave, Temporary Wholetime (TWT) Permanent Wholetime (PWT).

From	To	School/Employer	Position (PWT, TWT, etc)	Subjects & Other Teaching Responsibilities (extra duties, posts of responsibility, etc)

C.2 Outline briefly the three main achievements in your teaching career to date.

C.3 How would you describe your teaching style?

C.4 How have you used ICT in the past and / or how would you like to see it supporting the curriculum in Villiers School?

D.1 List, with outline dates, any extra curricular activities in which you are, or have been, involved in your teaching career, or which you feel you can offer in Villiers School.

D.2 If there is anything further you wish to add concerning the contribution you could make to Villiers School, please include here.

D.3 Any further achievement or information in support of this application?

SECTION E - REFEREES

Please give details of two people from whom professional references about your suitability for the job can be obtained. It is recommended, but not essential, that one of these should be linked to

your current, or most recent, teaching experience. We reserve the right to seek alternative references during the processing of your application.

Name	
Title/Occupation	
Address	
Daytime Telephone	
Mobile Phone	

Name	
Title/Occupation	
Address	
Day time Telephone	
Mobile Phone	

If you have a written reference(s) available, please scan it/them and paste at the end of this application.

SECTION F - DECLARATIONS

If this section is not completed, your application will not be considered.

F.1 I understand that I will receive an email confirmation within 48 hours of submitting this application and that it is my responsibility to keep this proof of application or to contact the School if it isn't received.

Child Protection

F.2 Have you ever been investigated by the Gardaí, HSE or an employer in relation to substantiated complaints made concerning your treatment of children? (Yes/No)

F.3 Have you ever been the subject of any allegation of criminal conduct or wrongdoing towards a minor? (Yes/No)

F.4 Are you aware of any material circumstance in respect of your own conduct which affected/affects the welfare of a minor? (Yes/No)

In the event of your being appointed to this position Villiers School is obliged to comply with the terms of current Child Protection legislation and procedures. All newly appointed teachers will have names submitted to the Teaching Council for vetting purposes. Contracts of employment will not be offered to candidates where information received from this process is considered to pose a threat to the welfare of pupils in the School.

Teaching Council Registration

F.5 If currently registered, Teaching Council Registration Number.

F.6 If not registered will you be registered with the Teaching Council by September? (Yes/No)

Villiers School Ethos

F.7 Having read the Villiers School History and Statement of Ethos (available on www.villiers-school.com) I understand and will wholeheartedly support this ethos. (Yes/No)

Authenticity of this application

F.8 The applicant understands that should any of the information provided in this application be found to be false or inaccurate in any material way, the School reserves the right to disqualify this application or withdraw any offer of employment made. The applicant also understands that if the School finds in the future that an incomplete or inaccurate disclosure has been made, the applicant may face disciplinary action, up to and including dismissal.