



**St. Attracta's Community School**  
**Application for Teaching Post**

<b>Name:</b>	
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<b>Email address:</b>	
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<b>Post being applied for:</b>	
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<b>Teaching Council Number:</b>	
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<b>Subjects registered to teach by the Teaching Council:</b>	
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<b>Garda Vetting Number:</b>	
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<b>Office Use Only:</b>
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# INSTRUCTIONS FOR APPLICANTS

Thank you for your interest in applying for a position in St. Attracta's Community School.

## PLEASE READ CAREFULLY BEFORE COMPLETING THIS APPLICATION

- Your application should be **typed**.
- **Handwritten applications will not be accepted.**
- Please complete **ALL SECTIONS** of the application.
- **Sign and date Section K.**
- **Incomplete applications will not be considered.**
- **Applications will be accepted by email only to [dmcevoy@stattractas.ie](mailto:dmcevoy@stattractas.ie) by the closing date on the advert.**
- Please attach with this application form:
  - ✓ letter of application;
  - ✓ two recent written references;
  - ✓ copy of Teaching Council Registration showing your subjects;
  - ✓ copy of Garda Vetting certificate;
  - ✓ certificate of completion of the Tusla eLearning online course on Child Safeguarding.
- **A CV is not required and should not be included with your application.**
- Correspondence to applicants from the school will be via email.
- All appointments are subject to clearance by the Redeployment Office and to sanction and approval by the Department of Education and Skills.
- Shortlisting may apply. St. Attracta's Community School is an equal opportunities employer.

# St. Attracta's Community School

Application for teaching post of: \_\_\_\_\_

## A: APPLICANT DETAILS

1. Name in full: \_\_\_\_\_
2. Home Address: \_\_\_\_\_  
\_\_\_\_\_
3. Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_
4. Contact number: \_\_\_\_\_
5. Email Address: \_\_\_\_\_

## B: PRESENT POSITION

Employer	Address	Job Title
How much notice do you need to give your current employer?		

## B: EDUCATIONAL DETAILS/QUALIFICATIONS

Leaving Certificate (or equivalent)      Year: \_\_\_\_\_

School attended: \_\_\_\_\_

Subject	Level	Grade

### Primary Degree

University/Institute/College	
Degree Title	

Year of Entry	Award	Grade: Hons/Pass	Year Qualified

1st Year Subjects	
Final Year Subjects	

### H. Dip/PGDE (or equivalent)

University/Institute/College			
Year of Entry	Award	Grade: Hons/Pass	Year Qualified

### Postgraduate Qualifications

University/Institute/College	
Degree Title	

Year of Entry	Award	Grade: Hons/Pass	Year Qualified

### C: TEACHING COUNCIL REGISTRATION AND GARDA VETTING

Are there any restrictions regarding your employment? YES  NO

(If YES please provide details on a separate sheet)

Do you require a work permit? YES  NO

Are you registered with the Teaching Council? YES  NO

Is your registration: FULL  CONDITIONAL  PENDING

Teaching Council Registration Number: \_\_\_\_\_

Subjects qualified to teach: \_\_\_\_\_

Are you Garda Vetted? YES  NO

If 'YES' please provide the exact date: \_\_\_\_\_

If 'NO' have you submitted a Vetting Form to the NVB? YES  NO

**D: TEACHING EXPERIENCE (do not leave gaps)**

Name/Address of School/ETB/Body by which employed	Period of Service (exact dates)		Capacity in which employed (perm/temp/part-time)	Subjects/levels taught
	From:	To:		
	Hours per week:			
	Hours per week:			
	Hours per week:			
	Hours per week:			
	Hours per week:			
	Hours per week:			
	Hours per week:			
	Hours per week:			
	Hours per week:			

**E: NON-TEACHING EXPERIENCE (do not leave gaps)**

Name/Address of Employer	Period of Service (exact dates)		Position Held	Summary of Duties
	From:	To:		





Name	
Position/Job Title	
Address	
Mobile Number	
Email Address	

**K: DECLARATION AND SIGNATURE**

- Please sign below, certifying that all the information you have provided is accurate.
- The Selection Committee may wish to check and seek clarification on 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, dismissal.
- In the event of you being recommended for this position, the Board of Management is obliged to comply with the terms and conditions of Department of Education and Skills circular letters.
- If you are recommended for this position, a vetting disclosure must be made available to the Secretary, Board of Management when the offer of employment is being made. 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.
- By signing below, you consent to a vetting disclosure (if required), received by the Teaching Council from the Vetting Bureau, being made available to the school in accordance with the requirements of Circular Letter 31/2016.

I declare that the information supplied by me in this application is accurate and true.

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





## **St. Attracta's Community School Staff Privacy Notice (effective 25th May 2018)**

### **Who is collecting the data**

St. Attracta's Community School  
Tubbercurry, Co. Sligo.  
T: (071) 912 0814  
E: info@stattractas.ie

This Privacy Notice governs the manner in which St. Attracta's Community 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. After this time, your data will be destroyed by confidential shredding our deletion from our school's database.

In certain circumstances we may retain your data longer, these circumstances and the retention period are outlined in St. Attracta's Community 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.