

LORETO ABBEY SECONDARY SCHOOL,
DALKEY, CO. DUBLIN.



TEACHING POST APPLICATION FORM

Position:	
Name:	

Please email application form to teachingvacancies@loretoabbeydalkey.ie

**LORETO ABBEY SECONDARY SCHOOL,
DALKEY, CO. DUBLIN.**



Phone: 01-2718900/Email: office@loretoabbeydalkey.ie

1. APPLICANT'S PERSONAL DETAILS	
Position(s) for which you are applying:	
Name (as per Teaching Council Register):	
Correspondence Address:	
Telephone Number:	
Email Address:	
Teaching Council No. and Renewal Date:	
Qualified Subjects to Teach as per Teaching Council:	

2. EDUCATION RECORD		
2.1 2 nd Level Education Leaving Certificate Results	School: Year:	
Subject	Grade	Level
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

2.2 3rd LEVEL EDUCATION (most recent qualifications first)				
Please include under-graduate & post-graduate qualifications. Include any qualifications in Special Education/IT if applicable. The successful candidate may be asked to present original documents.				
Qualification	Grade	Awarding University, College or Institute	Length of Course	Final Results received Month/Year

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2.3 DETAILS OF CONTINUOUS PROFESSIONAL DEVELOPMENT

Please list CPD/other relevant courses you have undertaken with the most recent listed first

Title of Course	Date	Length of Course

3. TEACHING EXPERIENCE – MOST RECENT FIRST

School name and address	From	To	Timetabled hours per week	Subjects Taught	Level

IF NEWLY QUALIFIED, PLEASE INSERT TEACHING PRACTICE GRADES (most recent first)

Name and address of school	Dates	Subject Taught	Levels Taught	Grade

4. NON-TEACHING EXPERIENCE

Name and address of employer/organisation	From	To	Position held	Main duties

5. POST(S) OF RESPONSIBILITY (IF ANY)

(most recent first)			
Name of School	Position Held	Permanent (P) Temporary (T) Voluntary (V)	Dates
			From: To:
			From: To:
			From: To:
			From: To:

**6. AREAS OF SPECIAL INTEREST – CURRICULAR/CO-CURRICULAR/
EXTRA CURRICULAR**

Area		Interest/Experience
Curricular		
Co-curricular		
Extra-curricular		

**7. PLEASE INDICATE HOW YOUR EXPERIENCE/CAPABILITY WILL ASSIST IN THIS
PARTICULAR POST (not more than 200 words)**

8. PLEASE INDICATE HOW YOU THINK YOU CAN CONTRIBUTE TO THE

CHARACTERISTIC SPIRIT AND SUCCESS OF LORETO ABBEY.
(not more than 200 words)

9. MY APPROACH TO TEACHING
(not more than 200 words)

10. GARDA VETTING

Have you been Garda vetted?

Yes

No

Evidence of Garda vetting: _____

In the event of you being recommended for appointment, the Board of Management is obliged to comply with the terms of Cir. 0031/2016 – Commencement of Statutory requirements for Garda vetting.

VETTING DECLARATION

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

10.1 Where have you been residing during the previous 5 years?

10.2 Were you ever the subject of an inquiry by Tusla/the HSE concerning a Child Welfare matter?

Yes No Place an X in the relevant box

10.3 Were you ever the subject of a Garda criminal investigation arising from a complaint of child abuse?

Yes No Place an X in the relevant box

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

Yes No Place an X in the relevant box

10.5 Are you aware of any material circumstance in respect of your own conduct which touched/touches on the welfare of a minor?

Yes No Place an X in the relevant box

Please note that it is a fundamental term of your employment that you make appropriate full disclosure in respect of the questions outlined above. You should also note that if the school is satisfied, in the future, that you have made an incomplete or inaccurate disclosure, you may face disciplinary action, up to and including dismissal.

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.

11. NAMES & CONTACT DETAILS OF REFEREES*

1. Professional Referee (1)

Name:	
Relationship:	
Address:	
Work Tel. No.	
Home Tel. No.	
Mobile No.	

2. Professional Referee (2)

Name:	
Relationship:	
Address:	
Work Tel. No.	
Home Tel. No.	
Mobile No.	

* Please note:

1. Only those referees who know you in a professional capacity should be included.
2. Close relatives and friends should not be listed as referees.
3. As it is probable that referees will have to be contacted outside of school times, it is crucial that phone numbers (preferably mobile phones) outside of working hours, are given.
4. 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.
5. 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.

All of the details furnished on this application from are true and correct to the best of my knowledge. I am aware of the qualifications, requirements and particulars for this post, as set out in the advertisement and other relevant documentation.

Signature: _____ Date: _____



Teaching Post Advertisement Privacy Notice
Loreto Abbey Secondary School
(effective 25th May 2018)

Who is collecting the data

Loreto Abbey Secondary School
Loreto Avenue, off Harbour Road, Dalkey, Co. Dublin, A96 YC81.
T: (01) 271 8900
E: office@loretoabbeydalkey.ie

This Privacy Notice governs the manner in which Loreto Abbey 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 (2nd & 3rd 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 Loreto Abbey 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.