



# St Laurence College

## Application Form – Special Needs Assistant

### OUR SCHOOL

St Laurence College is a Marianist co-educational voluntary secondary school under the trusteeship of Le Chéile. We are the only Marianist school in Ireland. The Society of Mary, also known as the Marianists, was founded in France after the French revolution by Blessed William Joseph Chaminade. The order has schools worldwide and our school is part of the province of the United States of America. St Laurence College was founded in 1967 and has over five decades of success in high quality learning and teaching. We serve the communities of a wide catchment area, from south Dublin to North Wicklow. St Laurence College participates in the Department of Education's Delivering Equality of Opportunity in school's plan.

We are committed to delivering high quality education to all students in our school. We have an experienced, committed staff who work every day to meet the needs of our school community. At St Laurence College we strive to meet the needs of the whole school community so that the growth and development of each individual is realized. We seek to achieve this by creating a Marianist family atmosphere where parents and guardians, staff and students work for the spiritual, intellectual, moral, physical and emotional growth of all.

To achieve our mission, we are guided by the Characteristics of Marianist Education to:

1. Educate for formation in faith
2. Provide an integral, quality education
3. Educate in family spirit
4. Educate for service, justice and peace
5. Educate for adaptation and change

We aim

1. To bring students to a deeper appreciation of the CME's in and through our teaching.
2. To instil a sense of responsibility to positively contribute to society.
3. To foster an ability to evolve and adapt to an ever-changing world.
4. To encourage everyone to be the best that he/she can be.
5. To bring students to a deeper appreciation of their moral and spiritual development.

**Applicant's  
Name**

Completed and Signed Application Forms should be returned **by email** to:  
secretary@stlaurence.com

**PERSONAL DETAILS:**

**1 Name**

**Home Address**


<b>Home Tel. No.</b>	<input style="width: 100%; height: 25px;" type="text"/>
<b>Mobile Phone No.</b>	<input style="width: 100%; height: 25px;" type="text"/>
<b>E-Mail Address</b>	<input style="width: 100%; height: 25px;" type="text"/>
	<input style="width: 100%; height: 25px;" type="text"/>

**2 Educational Qualifications – most recent first** (*Include second level e.g. Inter Cert, Junior Cert or equivalent and further education (though not a requirement for this particular post). A successful applicant may be requested to furnish supporting documentation.*)

Qualification	School/College	Results	Year of Award

**3 Other relevant, non-accredited courses – most recent first: (e.g. First Aid, Art/Craft....)**


**4 Experience of Special Needs Assistant role - most recent first.**

School Name	Address	Duties	Date from	Date to

**5 Other employment experience - most recent first.**

Position	Employer/Project	Duties	Date from	Date to


**6 Please indicate briefly your understanding of the role of a Special Needs Assistant**

7 **Additional information (*not already mentioned*) in support of your application**

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8 **Please give the names of two referees: one should be in a position to comment on your personal characteristics and one should be in a position to comment on your professional qualifications and/or training. Referees should not be related to the applicant.**

(1)  
Name

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(2)  
Name

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Address


Address


Phone  
Number(s)\*

<b>Work:</b>
<b>Home:</b>
<b>Mobile:</b>

Phone  
Number(s)  
\*

<b>Work:</b>
<b>Home:</b>
<b>Mobile:</b>

*\* As it is probable that referees will have to be contacted outside of school times, it is crucial that phone numbers at which referees can be contacted (three if possible) are given.*

9 **DECLARATION AND  
SIGNATURE**

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## PLEASE READ THE NOTES & INSTRUCTIONS CAREFULLY

### Notes:

1. This form must be signed.
2. All questions must be answered.
3. Do not change the question numbers or sequence.
4. No letter of application, CV or written reference should accompany this form.
5. If you are awaiting confirmation of registration with the Teaching Council, please insert 'Pending' in the Teacher Registration Number section of this application form. Any offer of employment will be conditional on registration with the Teaching Council and subject to the satisfactory outcome of the Garda vetting process.
6. All posts are subject to meeting the needs of the school, approval by the Board of Management, the Department of Education and Skills and the Directors of Redeployment agreeing to the posts being filled following completion of the scheme.
7. Only those referees who know you in a professional capacity should be included.
8. Close relatives and friends should not be listed as referees.
9. 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.
10. 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.
11. 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.
12. Completed Applications should be returned by email only on or before 16:00hrs on the date advertised to: [secretary@stlaurencecolleg.com](mailto:secretary@stlaurencecolleg.com)
13. The Board of Management of this school is an equal opportunities employer
14. Shortlisting of candidates may take place. Due to the volume of applications, only shortlisted candidates will receive further contact.

### Instructions on filling out this form:

1. Complete ALL sections of this form in full.
2. Once completed, save the form in Word or PDF format using your main teaching subject and name as the new file name – e.g. **Maths (Murphy, Jane)**
3. Email the form as an attachment to [secretary@stlaurencecollege.com](mailto:secretary@stlaurencecollege.com)
4. In the Subject Box of your email, **only** type the subject you are applying for – e.g. **Maths**
5. Postal applications **will not** be considered.
6. You should receive a brief acknowledgement by email within 48 hours. If you do not, please contact the school immediately at [secretary@stlaurencecollege.com](mailto:secretary@stlaurencecollege.com) Also, check your junk mail or spam folder.
7. 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.
8. Your application will be assessed on the information you submit on the official application form. Please ensure all sections are completed fully and accurately, giving clear evidence of qualifications, skills and experience.
9. No late applications will be accepted.