

Please note:

This form must be signed.

All questions must be answered and Typed.

Do not change the question numbers or sequence.

No letter of application or CV should accompany this form.

Office use only

Date Received:



**TALLAGHT COMMUNITY SCHOOL
APPLICATION FOR SPECIAL NEEDS ASSISTANT**

1. PERSONAL DETAILS

First Name:	Surname:
Home Address:	Correspondence Address: (if different)
Home Phone Number:	Mobile Phone Number:
Email Address:	

2. PRESENT POSITION

Please give details of your current position:		
Employer:	Address:	Job Title:
How much notice do you need to give your current employer?		

3. QUALIFICATIONS

Please put the most recent first. This should include any Third Level/Further Education/Second Level qualifications.

3.1 Educational Qualifications			
Qualification	School/College	Results	Year of Award

3.2 Outline Other Relevant, Non-accredited Courses – most recent first (e.g. First Aid, Arts/Craft, etc)

4. EMPLOYMENT HISTORY

4.1 Special Needs Experience

Please provide details of your SNA experience beginning with the most recent post.

School Name	Address	Duties	Dates

4.2 Other Employment Experience

Position	Employer/Project	Duties	Dates

4.3 Role of the Special Needs Assistant

Please describe your understanding of the role of a Special Needs Assistant and the skills necessary to perform this role.

5. SUPPORTING STATEMENT

5.1 Use this space to include any extra information which you feel is relevant to the position to support your application.

6. REFERENCES

Please provide names, addresses and position/occupation of two people (other than relatives or friends) with knowledge of you and your work to whom professional reference can be made. One should be your current or most recent employer. *[Please note: your referees may be contacted without further communication with you and prior to selection interview if shortlisted for interview].*

Present or most recent employer:

Name:	Position Held:	Telephone/Mobile:	Email:

Full address:

Other referee:

Name:	Position Held:	Telephone/Mobile:	Email:
Full address:			

7. DECLARATION AND SIGNATURE

In the event of you being recommended for this position, the Board of Management is obliged to comply with the terms of current DES circular letters.

If you are recommended for this position, a vetting disclosure must be completed and made available to the Secretary to the Board of Management before commencement of employment. 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, being made available to the school in accordance with the department regulations. A Statutory Declaration and Form of Undertaking will also be required.

You are also required to sign the declaration below certifying that all information you have provided is accurate. The Selection Committee may wish to check any of 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, in summary dismissal.

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

Signed

Date

Completed Applications should be returned by post or email only by ***date as per advertisement on Education Posts:*** Secretary, Board of Management, Tallaght Community School, Balrothery Estate, Tallaght, Dublin 24 X759
 Email: office@tallaghtcs.ie with Subject field: **Job Application/Special Needs Assistant**

PLEASE NOTE: Any offer of employment will be subject to the provision of a vetting disclosure from the National Vetting Bureau and satisfactory reference

