



Office use only

Date Received:

WILSON'S HOSPITAL SCHOOL

Application for a Guidance Counselling Position

Name of Applicant:

OUR SCHOOL

Wilson's Hospital School is a Church of Ireland co-educational post-primary school with a Church of Ireland and Anglican ethos under the patronage of the of Archbishops and Bishops of the Church of Ireland. We are very proud of the broad curriculum we offer, our excellent academic results, our first-class facilities and the exceptional array of extra-curricular activities we provide.

We promote the education of the whole person regarding their spiritual, physical, intellectual, social, emotional aesthetic and moral development in harmony with the Christian faith as expressed in the Anglican tradition, which seeks to be characterised by inclusivity in approach, conveying certain values, being reflexive, being affirming of the student, and caring.

Wilson's has high expectations of staff and students. It is expected that our teachers use a cross-curricular and team-teaching approach whenever possible; use a virtual learning environment both to communicate, and to store and distribute our learning materials; encourage groupwork and active teaching methodologies; develop their own digital resources; are committed to using 21st Century Learning and Teaching Methodologies; are committed to fostering student voice, empowerment and wellbeing; are committed to the principles of equality, social justice, democracy, sustainability and are committed to using restorative practice to build relationships.

Notes and Instructions for Completing the Teaching Position Application Form

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 the Director of Redeployment agreeing to the posts being filled following completion of the redeployment 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: recruitment@whs.ie
13. 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.
14. The Board of Management of this school is an equal opportunity employer.
15. 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., **Guidance (Murphy, Jane)**
3. Email the form as an attachment to recruitment@whs.ie
4. In the Subject Box of your email, **only** type the subject you are applying for – e.g., **Guidance**
5. Postal applications **will not** be considered.
6. 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.
7. 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.
8. No late applications will be accepted.

APPLICATION FOR GUIDANCE COUNSELLING POSITION

Post Applied for:

1. PERSONAL DETAILS

First Name:	Surname:				
Home Address:	Correspondence Address: (if different)				
Home Phone Number:	Mobile Phone Number:				
Email Address:					
Are there any restrictions regarding your employment? <i>(if you answer Yes, please provide details on a separate sheet)</i>					
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Do you require a Work Permit?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you registered with the Teaching Council?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If YES , Teaching Council Registration Number:		_____			
Through what ROUTE are you registered?		Route 1	<input type="checkbox"/>	Route 2	<input type="checkbox"/>
		Route 3	<input type="checkbox"/>	Route 4	<input type="checkbox"/>
		Route 5	<input type="checkbox"/>		
If NO , are you eligible for registration and willing to register?		Yes	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
(Please state subjects <u>qualified</u> to teach at <u>Post-Primary</u> Level)		_____			

Please note that the successful candidate will be paid by DE and will have to fulfill DE conditions which include registration with the Teaching Council.

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

3.1 Second Level Education			
Leaving Certificate <i>or</i> Equivalent:	Year:		
School attended:			
Subjects Studied:	Grade	Higher/Ord	

3.2 Primary Degrees/Diplomas:	
University/Institute/College:	
Qualification (Hons/Pass):	Awarding Body:
Year of Entry:	Year Qualified:
Subjects studied:	
First Year Subjects	Final Year Subjects

3.3 PGDE / H.Dip.Ed. / or Equivalent:

University/Institute/College:	
Qualification (Hons/Pass):	Awarding Body:
Year of Entry:	Year Qualified:
Subjects studied:	

3.4 Other Postgraduate Qualifications

University/Institute/College:	
Qualification:	Awarding Body

3.5 Any Other Qualifications

University/Institute/College:	
Qualification (Hons/Pass):	Awarding Body:
Year of Entry:	Year Qualified:
<i>Subjects studied / Thesis / Area of specialism:</i>	

3.6 Continuous Professional Development / Training

List any CPD / training you have received. Please include dates of the relevant training and duration of these courses. Start with the most recent and work backwards.

<i>Year</i>	<i>Duration of Course</i>	<i>Name of Course</i>	<i>Name of Organisation / Institution running course</i>

4. EMPLOYMENT HISTORY**4.1 Teaching Experience**

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

Dates (From/To)	Name & Address of School	Contract Type PWT / RPT / Part - time	If pro-rata part-time, timetabled hours per week.	Subjects Taught	Level

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4.2 Non-Teaching Experience (if applicable)

Please provide details of your work history beginning with the most recent post.

Dates (From/To)	Name & Address of Employer	Position held	Summary of Main Duties

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5. SUPPORTING STATEMENT

This section is for you to provide a summary of your experience, your approach to Guidance and any extra-curricular activities you have organised and are willing to promote.

1. Outline, in detail, the following:

- i. Your approach to Whole School Guidance**
- ii. The promotion and uptake of subject(s) at LC Higher Level with emphasis on attainment targets**
- iii. Usage of packages, programmes or supports to track students' progress**

(Max. 450 words)

2. Outline, in detail, the following:

- i. Your Post-qualification Professional Development & application thereof in past/present settings**
- ii. Your engagement with Guidance Counselling Supervision and examples of shared or augmented professional practice in past/present settings**
- iii. Your achievements regarding Wellbeing and Guidance in Junior Cycle in past/present settings**

(Max 450 words)

3. Highlight three (3) areas of focus for you relating to the work of a Guidance Counsellor, detailed on page 8 of the *Programme Recognition Framework: Guidance Counselling Criteria and Guidelines for Programme Providers*, published by the Department of Education and Skills, March 2016
(max. 450 words)

4. Outline, in detail, the following (bearing in mind GDPR considerations):

- i. Engagements with the NCSE, NEPS, CAMHS**
- ii. Engagements with other stakeholders (e.g. industry, 3rd level)**
- iii. Your priorities for personal and professional development over the next 3-5 years.**

(Max 450 words)

5. What is your understanding of the ethos and core values of Wilson's Hospital School? How do you see yourself supporting the school to live these values? (Minimum 200 words)

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 & Title:	Position Held:	Telephone/Mobile:	Email:
Relationship to you:			
Full address:			

Other referee:

Name & Title:	Position Held:	Telephone/Mobile:	Email:
Relationship to you:			
Full address:			

7. DECLARATION AND SIGNATURE

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

Notes and Instructions

7.1 I have read the *Notes and Instructions for Completing the Teaching Position Application Form*. 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.

Yes No

Child Protection

7.2 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

7.3 Have you ever been the subject of any allegation of criminal conduct or wrongdoing towards a minor?

Yes No

7.4 Are you aware of any material circumstance in respect of your own conduct which impinged/impinges on the welfare of a minor?

Yes No

In the event of your being recommended for appointment to this position the Board of Management is obliged to comply with the terms of current Child Protection legislation and procedures. The Board of Management's policy is that all newly appointed teachers and support staff will be vetted, and that the outcome of the vetting will be considered in the light of the School's vetting policy. This applies irrespective of whether the individual has been previously vetted or not.

Authenticity of this application

7.5 I certify that the information provided herewith is true and correct.

Yes No

7.6 I understand that should any of the information provided in this application be found to be false or inaccurate in any material way, the Board of Management reserves the right to disqualify this application or withdraw any offer of employment made. I also note that if the Board of Management finds in the future that I have made an incomplete or inaccurate disclosure, I may face disciplinary action, up to and including dismissal.

Yes No

Signed _____

Date _____