



Loreto Abbey Secondary School, Dalkey, Co.Dublin

## Application Form for Teaching Positions 2024/25

**Closing Date:**  
**Thursday 25th April 2024 at 4pm**

**Name:**

<b>Post</b>	<b>Status</b>	<b>No.of Hours</b>	<b>Tick where applicable</b>
Religious Education	Fixed Term (Privately Paid at D.E Rates)	22	



Loreto Abbey Secondary School, Dalkey, Co.Dublin

1. Applicants' Personal Details	
Name (as per Teaching Council Register):	
Correspondence Address:	
Mobile Phone Number:	
Email Address:	
Teaching Council No. and Renewal Date:	
Subjects Qualified to Teach as registered with Teaching Council:	

2. Education Record
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2.1 Third Level Education (most recent qualifications first)			
Please include under-graduate & postgraduate qualifications. Include any qualifications in SEN/IT if applicable. The successful candidate may be asked to present original documents.			
Qualification	Awarding University, College or Institute	Length of Course	Result

2.2 Second Level Education : Leaving Certificate Results		
<ul style="list-style-type: none"> <li>• School:</li> <li>• Year Completed:</li> </ul>		
Subject	Level	Result
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

3. Teaching Experience (Most Recent First)					
School Name and Address	From	To	Timetabled Hours per Week	Subjects Taught	Level

3.1 Teaching Practice Grades, If Newly Qualified (Most Recent First)				
School Name and Address:	Dates:	Subject Taught:	Levels Taught:	Result:

4. Leadership and Management Positions (If Applicable)			
Name of School	Position Held	Permanent(P) Temporary(T) Voluntary (V)	Dates

5. 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

6. Non-Teaching Experience				
Name and address of employer/organisation	From	To	Position held	Main duties

**7. Areas of Special Interest: Curricular/Co-Curricular/Extra-Curricular**  
Please outline curricular, co-curricular or extra curricular activities that you have led or would like to offer if successful with this application

Area	Interest/Experience
Curricular	
Co-Curricular	
Extra-Curricular	

**8. Please indicate how your experience/capability will assist in this teaching position (max.200 words)**

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**9. Please indicate how you can contribute to the characteristic spirit and success of Loreto Abbey Secondary School (max.200 words)**

**10. My Approach To Teaching (max.200 words)**



11.

**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.**



<b>12. Contact Details of Referees</b>	
<b>1. Professional Referee (1)</b>	
Name:	
Relationship:	
Address:	
Work Tel. No.	
Mobile No.	
<b>2. Professional Referee (2)</b>	
Name:	
Relationship:	
Address:	
Work 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 form 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 (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. 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.















