APPLICATION FORM FOR TEACHING POST

[Please indicate which position you are applying for]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DELETION OF ANY FIELD WILL INVALIDATE THIS APPLICATION**

**GENERAL**

**Your application will be assessed on the information you submit on the official application form. Therefore, it is important that it is completed as fully and as comprehensively as possible.**

**Applicants who wish to be considered for more than one post must complete a separate Application Form in respect of each post.**

* The application form must be typed.
* All information must be set out on the official application form. If required, additional pages of these forms may be used. **ADDITIONAL CVs WILL NOT BE ACCEPTED.** An electronic version of the official application form is available on our website [www.ourladystemplemore.ie](http://www.ourladystemplemore.ie)
* When submitting your application form, you must forward all parts to The Principal, Our Lady’s Secondary School, Templemore, Co. Tipperary. **APPLICATIONS WILL NOT BE ACCEPTED BY FAX OR E-MAIL.**

You should ensure that your application gives clear evidence of your knowledge, skills and experience. Should short-listing apply, only the information contained in the application form will be considered.

Our Lady’s Secondary School is an Equal Opportunities Employer and welcomes applications from all the community.

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| **Office use only** | **Received by:** | **Date:** | **Time:** |

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| **Applicant’s Personal Details** | | |
| **Name**  **(*as per Teaching Council Register)*** |  | |
| **Correspondence Address** |  | |
| **Contact Details** | **Mobile Phone No** |  |
| **Landline No** |  |
| **E-mail Address** |  |
| **P.P.S. Number** |  |
| **Garda Vetting** | **Have you been vetted by the National Vetting Bureau?**  Yes: ☐ No: ☐ | **Vetting Number:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Qualification to Teach at Post Primary Level** | | |
| **Qualification(s)** | **Awarding University,**  **College or Institute** | **Final results received:**  **Grade/Month/Year** |
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| **Teaching Council Registration** |
| **Registration Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Registered under Regulation** *(please tick as appropriate):*  Regulation 4 (Post-primary) ❒  **Registration Status:** Full ❒ Conditional ❒  *If conditional, please state the condition(s) and the date by which each condition must be met:*  *Condition 1:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry Date: \_\_\_\_\_\_\_\_\_\_\_\_\_*  *Condition 2:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry Date: \_\_\_\_\_\_\_\_\_\_\_\_\_*  *Condition 3:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry Date: \_\_\_\_\_\_\_\_\_\_\_\_\_*  **Pending:** *If pending, please state the date of submission of application. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **Have you completed the registration condition of Probation?** Yes ❒ No ❒  **If Yes in what setting? Mainstream** ❒ **Restricted** ❒  **Subjects Qualified to teach *(as per Teaching Council Registration*):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Details of academic Qualifications** – most recent first  Include under-graduate & post-graduate qualifications. Please include any qualifications in special education, if applicable. The successful candidate will be asked to present original documents. | | | |
| **Qualification & Grade** | **Awarding University, College or Institute** | **Length of Course** | **Final results received:**  **Grade/Month/Year** |
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| **Teaching Experience** – most recent first (if necessary expand the section or use additional pages)  \*If newly qualified, please go to page 5 | | | | | | |
| **School Name & Address** | | **Date(s) of service in the school** | | **Position(s) held** | **Dates in each Position** | |
|  | |  | |  | From:  To: | |
|  | |  | |  | From:  To: | |
|  | |  | |  | From:  To: | |
|  | |  | |  | From:  To: | |
|  | |  | |  | From:  To: | |
| Post(s) of Responsibility Held *(if any)* – Most recent first | | | | | | |
| School Name | Address | | Position(s) held | | | Dates |
|  |  | |  | | | From:  To: |
|  |  | |  | | | From:  To: |

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| **\*If newly qualified please insert teaching practice grades –** most recent first | | | | |
| **School Name** | **Address** | **Class taught** | **Dates** | **Grade** |
|  |  |  | From:  To: |  |
|  |  |  | From:  To: |  |
|  |  |  | From:  To: |  |
|  |  |  | From:  To: |  |

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| **Leaving certificate results** | | |
| **Subject** | **Level** | **Grade** |
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| **Additional qualifications e.g. ICT, Certificate to teach religion (if applicable)** | | |
| **College(s)** | **Qualification and Year** | **Modules Studied** |
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| **Other relevant, non-accredited courses –** most recent first |
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| **Areas of Special interest – curricular/other** | |
| **Area** | **Expertise/Experience/Specialism undertaken in College** |
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| **Other Relevant employment experience –** most recent first | | | | |
| **Employer/Project** | **Position** | **Duties** | **Dates** | **Grade** |
|  |  |  | From:  To: |  |
|  |  |  | From:  To: |  |
|  |  |  | From:  To: |  |
|  |  |  | From:  To: |  |

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| **Outline your vision for the role of subject teacher at Our Lady’s** |
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| **Extra-Curricular activities form an integral part of the educational provision at our lady’s. what contribution are you prepared to make in this area?** |
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| **Additional information (not already mentioned) to support your application**  **Not more than 150 words** |
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| **Names & Contact Details of Referees** | | | |
| **Referee 1** | | **Referee 2** | |
| Name |  | Name |  |
| Role |  | Role |  |
| Address |  | Address |  |
| Work Tel Number |  | Work Tel Number |  |
| Home Tel Number |  | Home Tel Number |  |
| Mobile No |  | Mobile No |  |

**Please Note:**

1. Only those referees who know you in a professional capacity should be included. At least two names should be provided, one of whom must be a school Principal, to whom you are well known but not related, from whom Our Lady’s Secondary, Templemore, Co. Tipperary can request references on your behalf.
2. 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.
3. 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.
4. 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.

**CONFIDENTIAL – PERSONAL DISCLOSURE FORM:**

Have you ever been convicted of a criminal offence or been given a caution?

**Yes: ☐** **No: ☐**

If YES, please detail below the nature and date(s) of the offence(s): \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FULL NAME (Block Capitals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS (Block Capitals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please specify any other name that you were previously known by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Previous Address to above: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I confirm that nothing within my personal or professional background deems me unsuitable for employment with Our Lady’s Secondary School, Templemore, Co. Tipperary.

I declare that the above information is true and agree that I will abide by and accept the terms and conditions of employment should I be successful in my application for a position.

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The school will treat all the information, including personal details, which you give as confidential, subject to Our Lady’s responsibilities under the Data Protection Acts.

**False declaration could lead to Non Employment or Dismissal.**

**DECLARATION**

***Before signing this form, please ensure that you have replied fully to all questions asked. Offers of employment are subject to verification of candidate’s eligibility for the position applied for.***

**I CERTIFY that all particulars in this application are true and correct, to the best of my knowledge and belief.**

**I am aware that any canvassing, by me, or on my behalf, will disqualify me from the position I am seeking and that any employment offered to me is dependent upon the information given herein being correct.**

**I am aware that false or misleading information or deliberate omissions may result in disqualification or the withdrawal of any offer of employment.**

**Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Please note that it is the responsibility of all applicants to ensure that completed application forms are received by:***

***12 noon Friday 2nd August 2024***