

**Board of Management**

**Holy Family Community School**

**Application Form for Teaching Post**

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| Candidate Name: |  |
| Position(s) Applied For:  |  |

# Information for Candidates

1. **Completed, signed application forms should be returned to** **recruitment@hfcs.ie** **no later than the deadline specified on www.educationposts.ie**
2. **Late applications will not be accepted. The Board of Management accepts no responsibility for late applications.**
3. **Please do not supply your Curriculum Vitae as the Selection Board will consult this application form only.**
4. **Do not change the question numbers or sequence on the application form.**
5. **The Board of Management will nominate a date, time and location (may be online) for interviews which cannot be altered. Short listing may apply.**
6. **The Board of Management will acknowledge receipt of completed application forms. Interviewees will be notified of the success or otherwise of their application.**
7. **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 be subject to the satisfactory outcome of the Garda Vetting Process and satisfactory references.**

## **1.Personal Details**

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| --- | --- |
| **Full Name:** |  |
| **Address:** |  |
| **Telephone Number(s):** |  |
| **Email Address:**  |  |

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| --- | --- |
| **Are there any restrictions regarding your employment?** **(If you answer Yes, please provide details on separate sheet)** | **Yes £****No £** |
| **Do you require a Work Permit?** | **Yes £****No £** |

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| **Are you registered with the Teaching Council?** | **Yes £****No £** |
| * **If Yes, please state your Teaching Council Registration Number:**
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| * + **Please state the subjects registered with the Teaching Council:**
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| * **If No, are you eligible for registration and willing to register?**
 | **Yes £****No £** |

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| **Have you been Garda Vetted by the National Vetting Bureau?** | **Yes £****No £** |
| * **If Yes, please state the year:**
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## Current Employment Details

|  |  |
| --- | --- |
| **Job Title and Subjects Taught:** |  |
| **Employer:** |  |
| **Address:** |  |
| **How much notice do you need to give your current employer?**  |  |

## **2.Third Level Qualifications**

**Primary Degree:**

|  |  |
| --- | --- |
| **Primary Degree Title:** |  |
| **Grade:**  |  |
| **University/College:** |  |
| **Year of Entry:** |  | **Year Qualified:** |  |
| **First Year Subject(s):** |  |
| **Degree Subject(s):** |  |

**Qualification in Education:**

|  |  |
| --- | --- |
| **Title:** |  |
| **Grade:** **(Pass/Honours/1.1 etc)** |  |
| **University/College:** |  |
| **Year of Entry:** |  | **Year Qualified:** |  |
| **Subject(s) Studied:** |  |

**Postgraduate Qualification 1:**

|  |  |
| --- | --- |
| **Qualification Title:** |  |
| **Institution:** |  |
| **Year of Entry:** |  | **Year Qualified:** |  |
| **Subject(s) Studied:** |  |

**Postgraduate Qualification 2:**

|  |  |
| --- | --- |
| **Qualification Title:** |  |
| **Institution:** |  |
| **Year of Entry:** |  | **Year Qualified:** |  |
| **Subject(s) Studied:** |  |

**Postgraduate Qualification 3:**

|  |  |
| --- | --- |
| **Qualification Title:** |  |
| **Institution:** |  |
| **Year of Entry:** |  | **Year Qualified:** |  |
| **Subject(s) Studied:** |  |

## **3.Employment History – Teaching Experience**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates****(From / To)** | **Name & Address of School** | **Contract Type** **(PWT/RPT/PT/Fixed Term, etc)*****If Pro-Rata PT, state the timetabled hours per week*** | **Subjects Taught** **and Level** |
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## **Employment History – Non-Teaching Experience**

*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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## **4.Professional Development**

*Please provide details of your membership of and involvement in professional associations:*

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| --- | --- |
| **Dates****(From / To)** | **Details** |
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|  |  |  |
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*Please provide details of your In-Service / Professional Development Courses taken:*

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| --- | --- | --- | --- |
| **Name of Course** | **Name of Organisation running course** | **Length of Course** | **Year** |
|  |  |  |  |
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## **5.Approach to Teaching and Learning, Outside Interests and Further Relevant Information**

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| **5.1: Outline the approach to teaching which you prefer.** |
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| **5.2: Name any extra-curricular activities which you might care to promote:**  |
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| **5.3: List outside activities and interests in order of importance to you:**  |
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| **5.4: Any further relevant information you may wish to offer to the Selection Board in support of your application.**  |
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## **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 Number:** | **Email Address:**  |
|  |  |  |  |
| **Full Address:**  |  |

Other reference:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & Title** | **Position Held** | **Telephone / Mobile Number:** | **Email Address:**  |
|  |  |  |  |
| **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 Department of Education and Skills circular letters.

If you are recommended for this position, a vetting disclosure must be made available to the Secretary to the Board of Management when the offer of employment is being made. 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, received by the Teaching Council from the Vetting Bureau, being made available to the school in accordance with the requirements of Circular Letter 31/2016.

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.

You are also required to sign the declaration below certifying that all information you have provided is accurate.

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

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Data Protection – Privacy Notice:**

*All personal information provided on this Application Form will be processed in a confidential and secure manner as part of the recruitment process. Your data will be retained for a period of 18 months if your application is unsuccessful. If your application is successful, the Board of Management will retain your personal data for the duration of your employment and for 7 years thereafter. Your information will not be disclosed to a third party without your consent, save where provided by law, or where such processing is necessary to comply with the school’s legal obligations. You may at any time make a request for access to your personal data held by the Board of Management about you. Should you wish to make any changes or erasures to your personal data, please contact The Board of Management of the school.*