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| **St. Caimin’s Community School****Scoil Phobail Chaimín Naofa** |

For Office Use Only

Date Received:

Interview Time:



**APPLICATION FORM**

**POSITION**

**ADVERTISED**

**1. PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **FULL NAME:** |  | **TEL. (H)****(Mobile)** |  |
|  |
| **ADDRESS:** |  | **E-MAIL** |  |
|  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Teaching Council (T.C.I.) Registration No.(Please attach copy of your Confirmation of Registration Form)** |  |  |  |  |  |  |
| **Subjects Registered To Teach(Please attach evidence of subjects registered to teach)** |  |

**2. EDUCATION**

**2.1 In the grid below please enter the exact title of each qualification, e.g., Bachelor of Arts, Bachelor of Education Degree, National Diploma for Art and Design Teachers, Higher Diploma in Education, Master of Arts, etc.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Degree Qualification or Equivalent** | **Teacher Education/Concurrent¹ Qualification** | **Other****(e.g. Masters)** |
| **TITLE OF QUALIFICATION** |  |  |  |
| **AWARDING AUTHORITY** |  |  |  |
| **COLLEGE ATTENDED** |  |  |  |
| **YEAR AWARDED** |  |  |  |
| **SUBJECTS TAKEN IN FINAL EXAMINATION** |  |  |  |
| **DURATION OF COURSE** |  |  |  |
| **LEVEL OF AWARD (Results)****(e.g. 2. 1 Honours, pass,****GPA = 3.42)** |  |  |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**¹** A concurrent qualification combines the study of one or more academic subjects within a Teacher Education Qualification

**2.2 FURTHER QUALIFICATIONS**

***ADDITIONAL QUALIFICATIONS: DIPLOMAS / CERTIFICATES / T.T.G.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TITLE:** |  | **YEAR:** |  | **AWARDING BODY:** |  |
| **TITLE:** |  | **YEAR:** |  | **AWARDING BODY:** |  |
| **TITLE:** |  | **YEAR:** |  | **AWARDING BODY:** |  |

**3. TEACHING EXPERIENCE**

3.1

|  |  |  |  |
| --- | --- | --- | --- |
| **SCHOOL (Name & Address)** | **Status** | **Teaching commitment** | **(Most Recent Employment First)** |
| **(e.g. pwt, twt, cid, rpt, pt)** | **Hours per week** | **FROM****(dd/mm/yy)** | **TO****(dd/mm/yy)** |
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**3.2 SUBJECTS AND LEVELS TAUGHT (please tick appropriate columns 🗸)**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **SUBJECT** | **Leaving****Cert** | **Level****H O**  | **LCA** | **Junior****Cert** | **PLC/FE** | **JCSP** | **SEN** |
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**4. OTHER WORK EXPERIENCES**

|  |  |  |  |
| --- | --- | --- | --- |
| **EMPLOYER** | **FROM****(dd/mm/yy)** | **TO****(dd/mm/yy)** | **Nature of Employment** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**5. INTERESTS & ACTIVITIES**

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|  |

**6. ADDITIONAL INFORMATION (optional)**

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**7. PERSONAL REFERENCES**

**PLEASE SUPPLY THE NAMES AND ADDRESSES OF TWO REFEREES WITH WHOM YOU HAVE WORKED IN A PROFESSIONAL CAPACITY (who may be contacted without further contact with you).**

**(i)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME:** |  | **TEL.** | **(W)** |  |
| **ADDRESS:** |  | **(M)** |  |
| **EMAIL** |  |

**(ii)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME:** |  | **TEL.** | **(W)** |  |
| **ADDRESS:** |  | **(M)** |  |
| **EMAIL** |  |

##  DECLARATION

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

 **Signature of Applicant**: ………………………………………………………

 **Date**: …………………………………………………………………………..

 **I have enclosed the following (please tick box):**

 **1 original application form with attachments **

 **2 copies of same **

 **Evidence of qualifications **

 **Evidence of Registration with the Teaching Council **

 **Evidence of Garda Vetting **

## NOTES FOR APPLICANTS

**Please Read Carefully**

(a)

 **Forms should be completed electronically, then printed, signed, dated and photocopied. Only hard copies accompanied by the relevant documentation will be accepted.**

**Please forward** **Three completed Application Forms - (1 Original + 2 Copies will suffice but *all*** *Three* ***copies* must *have relevant* *attachments including evidence of Qualifications , Teaching Council of ireland Registration Number and Garda Vetting*)**

***To:* The Secretary, Board of Management, St. Caimin’s Community School, Shannon,**

 Co. Clare

The Application Forms should reach St. Caimin’s Community School, not later than **12 noon on the closing date notified in the advertisement.**

(b) Qualifications, salary scales and conditions of service are as per the Department of Education and Science.

(c) St. Caimin’s Community School will not acknowledge receipt of completed application forms but will notify all applicants of the success or not of their application following the shortlisting and interview process.

(d) The post(s) will be filled in accordance with D.E.S. guidelines and relevant Circular Letters and will be subject also to a certificate of Medical Fitness and Garda Vetting.

This position may be subject to the redeployment process.

(e) Shortlisting of candidates may take place.

(f) Canvassing will disqualify.

(g) Garda vetting will apply.

St. Caimin’s Community School is an equal opportunities employer.