

Office use only	Received by:	Date:	Time:
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**APPLICATION FORM FOR TEACHING POSITION
MOUNT SACKVILLE SECONDARY SCHOOL,
CHAPELIZOD, DUBLIN 20**

NAME OF APPLICANT:	
POSITION APPLIED FOR:	
APPLICATION DEADLINE:	

APPLICATION WILL BE DEEMED INVALID IF ALL AREAS ARE NOT COMPLETED

Applicants, please note:

1. Electronic submissions of applications must be sent to vacancies@moundsackville.ie by 1.00pm on deadline date as advertised (please put title of position applied for in the subject box).
Alternatively, hard copies of completed application forms must be received by the school office by 3.30pm on deadline date.

Applications to be marked FAO: The Principal,
Mount Sackville Secondary School,
Chapelizod,
Dublin 20. D20 WP68

2. Canvassing will disqualify.
3. All applications should be completed in font Ariel 12.

DO NOT

- enclose/attach a separate letter of application or
- enclose/attach a Curriculum Vitae or
- enclose/attach any certificates.

The successful candidate will be required to present original documents in relation to teaching/other qualifications prior to appointment.

APPLICANT'S PERSONAL DETAILS

Name (as per Teaching Council Register)		
Correspondence Address:	Mobile Phone No	
	Landline No	
	E-mail Address (please print clearly if completing in handwritten format)	

QUALIFICATION TO TEACH AT POST-PRIMARY LEVEL

Qualification(s)	Awarding University, College or Institute	Final results received: Day/Month/Year

TEACHING COUNCIL REGISTRATION

Teaching Council Registration Number _____

Registered under Regulation (please tick as appropriate):

Regulation 4 (Post-primary)

Regulation 5 (Further Education)

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): _____

DETAILS OF SECONDARY SCHOOL(S) ATTENDED AND LEAVING CERTIFICATE RESULTS			
Year of Leaving Certificate	Post-Primary School(s) Attended	Overall Points Achieved	Results in Relevant Subject Area(s)

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: Day/Month/Year

TEACHING EXPERIENCE – MOST RECENT FIRST (IF NECESSARY EXPAND THE SECTION OR USE ADDITIONAL PAGES IF COMPLETING IN HANDWRITTEN FORMAT). *IF NEWLY QUALIFIED, PLEASE GO TO NEXT PAGE.

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:

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:	

ADDITIONAL QUALIFICATIONS E.G. ECDL, TEFL (IF APPLICABLE)

College(s)	Qualification and Year	Modules Studied

OTHER RELEVANT, NON-ACCREDITED COURSES – MOST RECENT FIRST

AREAS OF SPECIAL INTEREST – CURRICULAR/OTHER

Area	Expertise/Experience/Specialism undertaken in College

OTHER RELEVANT EMPLOYMENT EXPERIENCE – MOST RECENT FIRST

Employer/Project	Position	Duties	Dates	Grade
			From: To:	
			From: To:	
			From: To:	
			From: To:	

PLEASE INDICATE HOW YOU THINK YOU CAN CONTRIBUTE TO THE ETHOS AND SUCCESS OF MOUNT SACKVILLE SECONDARY SCHOOL
(NOT MORE THAN 150 WORDS)

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	
Position		Position	
Address		Address	
Tel Number		Tel Number	
Email address		Email address	

***Please Note:**

1. Only those referees who know you in a professional capacity should be included.
2. I hereby declare that all the particulars furnished on this application form are true and correct to the best of my knowledge and that I am aware of the qualifications, requirements and particulars for this post, as set out in the advertisement and other relevant documentation.

Vetting

Have you been investigated by the Gardaí, Health Board, or your employer in relation to substantiated complaints made concerning your treatment of children?

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 Circular 0094/2006 – New Arrangements for the Vetting of Teaching and Non-

Teaching Staff. Sections 2.1 and 2.2 of Circular 0094/2006 state that vetting will apply initially to all new staff recruited with effect from 1st September 2006 or later. New staff is defined as those who have not been employed in a recognised primary or post-primary school, in a Youthreach, VTOS, Junior Education or a Traveller Training Centre in this State at any time since 1st September 2003.

I certify to the Board of Management that the information provided in this application is true and correct.

Signature _____

Date _____

- ◆ The Board of Management of this school is an equal opportunities employer
- ◆ Shortlisting of candidates may take place.

Please return to: The Principal,
Mount Sackville Secondary School,
Chapelizod,
Dublin 20. D20 WP68

Closing date: 1.00pm on deadline date as advertised.