

## GUIDELINES FOR APPLICATION PROCEDURE

### Please read the following carefully:

- Only the application form entitled **Holy Family Application Form for Teaching Posts** will be accepted.
- If you wish to be considered for more than one post, you **must** complete a separate application form for each post and submit separately under the relevant vacancy.
- Only type-written application forms will be considered.
- Incomplete application forms will not be considered. All questions on the application form must be fully completed by applicant.
- Please ensure you carry out a spelling and grammar check on your application before submitting.
- **All application forms must be signed and include a copy of your Teaching Council registration and the specific subjects registered for.**
- **The application form, when completed, should be returned to 'Secretary, Board of Management, Holy Family Secondary School, Naas Road, Newbridge, Co. Kildare' (post) or via [posts@holyfamily.ie](mailto:posts@holyfamily.ie) (email)**
- Please take note of the **closing date and time** and submit your application in plenty of time as **late applications will not be accepted.**
- Please inform the people that you have nominated as referees that you have done so.
- All appointments are subject to sanction by the DES
- **Due to the volume of applications, only shortlisted candidates will receive further contact.**
- **Do not send a CV with the application form. Do not attach references. Your nominated referee(s) will be contacted as required.**

# HOLY FAMILY APPLICATION FORM FOR TEACHING POSTS

POSITION ADVERTISED



## PERSONAL DETAILS

<b>Name</b>					
<b>Home Address</b>					
<b>Email</b>					
<b>Mobile Phone Number</b>					
<b>Are you registered with the Teaching Council of Ireland?</b>	<b>Yes</b>	<b>Teaching Council Registration No:</b>			
	<input type="checkbox"/>				
	<b>No</b>	<b>Registration Renewal Date:</b>			
<input type="checkbox"/>					
	<b>Subjects Registered to Teach:</b>				
<b>Sector Registered For:</b>	<b>Further Education</b>	<b>Post Primary</b>	<b>Registration Level:</b>	<b>Full</b>	<b>Conditional</b>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

**Note:** A candidate proposed for appointment to a teaching position will be required to be **currently** registered with the Teaching Council in accordance with Section 31 of the Teaching Council Act, 2001. **For new graduates** – Registration with the Teaching Council of Ireland and Garda Vetting will follow pending results of final exams. **A photocopy of your Teaching Council Registration Certificate which states the subjects you are registered to teach should be added to the end of the application form and submitted with this application.**

## 1. EDUCATION

<b>PRIMARY DEGREE</b>				<b>HONOURS</b> <i>(specify level e.g. 1.1; 2.1)</i>		<b>YEAR OF AWARD</b>	
UNIVERSITY/ COLLEGE:				PASS		<b>LENGTH OF COURSE</b>	
FINAL YEAR SUBJECTS:							

<b>TEACHER TRAINING</b> Please circle relevant qualification	H DIP	PME	PDGE	<b>HONOURS</b> <i>(specify level e.g. 1.1; 2.1)</i>		<b>YEAR OF AWARD</b>	
UNIVERSITY/ COLLEGE:				PASS		<b>LENGTH OF COURSE</b>	
<b>Teaching Practice Grade (mandatory):</b>							

<b>MASTERS DEGREE (other than PME)</b>				<b>HONOURS</b> <i>(specify level e.g. 1.1; 2.1)</i>		<b>YEAR OF AWARD</b>	
UNIVERSITY/COLLEGE:				PASS		<b>LENGTH OF COURSE</b>	

<b>POST HONOURS DOCTORATE</b>				<b>HONOURS</b> <i>(specify level e.g. 1.1; 2.1)</i>		<b>YEAR OF AWARD</b>	
UNIVERSITY/COLLEGE:				PASS		<b>LENGTH OF COURSE</b>	

**OTHER ADDITIONAL DIPLOMAS OR CERTIFICATES:**

Up to a maximum of three. Any diploma/certificate listed must have been studied for a minimum of 30 hours or 12 weeks.

<b>QUALIFICATION:</b> HONOURS or PASS <i>(specify level e.g. 1.1; 2.1)</i>		<b>AWARDING COLLEGE</b>		<b>YEAR OF AWARD</b>	
<b>QUALIFICATION:</b> HONOURS or PASS <i>(specify level e.g. 1.1; 2.1)</i>		<b>AWARDING COLLEGE</b>		<b>YEAR OF AWARD</b>	
<b>QUALIFICATION:</b> HONOURS or PASS <i>(specify level e.g. 1.1; 2.1)</i>		<b>AWARDING COLLEGE</b>		<b>YEAR OF AWARD</b>	

**INSERVICE/CPD**

Please list in order beginning with most recent in-service/CPD undertaken in the last 3 years, including dates and duration:

**2. TEACHING EXPERIENCE:**

<b>SCHOOL/CENTRE</b> <i>(Most Recent Employment First)</i>	<b>FROM</b> <i>(MM/YY)</i>	<b>TO</b> <i>(MM/YY)</i>	<b>CONTRACT TYPE</b>				
			<b>P</b>	<b>FX</b>	<b>ML</b>	<b>TP</b>	<b>OTHER</b>
<b>Name</b>							

**Note:** P = Permanent      FX = Fixed Term      ML = Maternity Leave      TP = Teaching Practice

**SUBJECTS AND LEVELS TAUGHT:**

<b>Subject Details</b> Please specify subjects taught during the last 3 years only. Please complete all sections for each subject.	<b>LC</b> <b>H</b>	<b>LC</b> <b>O</b>	<b>JC</b> <b>H</b>	<b>JC</b> <b>O</b>	<b>TY</b>	<b>SEN</b>
<b>Subject A:</b> <input type="text"/>						
<b>Subject B:</b> <input type="text"/>						
<b>Subject C:</b> <input type="text"/>						

**ICT AND SUBJECT CURRICULUM**

Please give a brief account of your usage of ICT in your classroom practise.

For NQTs please outline your planned usage of in teaching subject curriculum. (maximum 300 words)

### 3. SCHOOL INVOLVEMENT

Please give a brief account of any curriculum initiative, SSE, peer collaboration or school planning that you have been involved in over the last 3 years.

For NQTs please give a brief outline of initiatives you might like to be involved with in school.  
(maximum 300 words)

### 4. EXTRA CURRICULAR ACTIVITIES

Please give examples of extra-curricular activities you have been involved in within your school.  
Please include dates.

For NQTs please give examples of activities that you would like to promote. (maximum 300 words)

*Please give a brief account:*

### 5. COMMUNITY INVOLVEMENT/VOLUNTEERISM/INTERESTS OUTSIDE OF SCHOOL

Dates		Name of Organisation	Status (If relevant)	Brief Description of Duties or Involvement
From (mm/yy)	To (mm/yy)			

### 6. PERSONAL STATEMENT (maximum 200 words)

**7. REFEREES - to include your most recent employer/academic supervisor (not a relative).  
Please inform referees that you have nominated them.**

	REFEREE NO. 1	REFEREE NO. 2
<b>Name:</b>		
<b>Position:</b>		
<b>School/Business:</b>		
<b>Address:</b>		
<b>Mobile No.:</b>		

**8. PERSONAL DISCLOSURE**

Holy Family Secondary School has a duty to satisfy itself that no employee poses a threat to students or staff. The school must, therefore, ask the following questions at recruitment stage:

Have you ever been convicted of a criminal offence and/or an offence related to Child Welfare?

YES  NO

Have you ever been the subject of an inquiry of investigation by the HSE/An Gardaí concerning a child welfare matter, or an investigation arising from a complaint/allegation of child abuse or wrongdoing towards a minor?

YES  NO

**If you answer YES to either question above, please detail below the nature and date(s) of the investigation/offence(s):**  
*(This box will enlarge as necessary)*

**9. GARDA VETTING**

It is a requirement of Holy Family Secondary School that all existing and new appointees are subject to Garda vetting procedures.

Have you been Garda Vetted by the Teaching Council of Ireland YES  NO  DATE:

**If successful you will be required to share your Digital vetting disclosure and/or you may have to be vetted again.**

DECLARATION
<b>I declare that the information given in this application is true and are correct. I understand and accept that Holy Family Secondary School reserves the right to verify any element(s) of particulars furnished in this application form and that the furnishing by me, of any incorrect or inaccurate particulars, will render me liable to disqualification from the application process/appointment.</b>
<b>Signed:</b> <i>(if digital signature not available please type name)</i>
<b>Date:</b>

**Data Protection:** All personal information provided on this application form will be processed in a confidential and secure manner for the purpose of the recruitment process. Application forms will be retained for a period of 18 months after the formal announcement of appointment of the successful candidate to the post and in the case of a successful candidate for the duration of his or her employment and for seven years thereafter. The information will not be disclosed to a third party without your consent save where provided for by law or where such processing is necessary to comply with the school's legal obligations.

## **CHECKLIST BEFORE SUBMITTING APPLICATION**

Have you signed the application form?	
Have you noted the closing date for application?	
Have you the correct address?	
Have you included your Teaching Council number?	
Have you included your Teaching Council registration document?	
Have you included your Garda vetting document/details?	
Have you checked that there are no blank sections on your application?	
Have you carried out a spelling and grammar check?	