****

***Please note:***

***Office use only***

*Date Received:*

*This form must be* ***signed****.*

*All questions must be answered.*

*This application form* ***must be typed****. Handwritten applications will not be considered.*

*Do not change the question numbers or sequence.*

*No letter of application, CV or written reference should accompany this form.*

*Shortlisting will apply.*

|  |
| --- |
| **APPLICATION FOR MATERNITY LEAVE ENGLISH TEACHING POSITION** |

1. **STATEMENTS**

*If you do not understand anything on the form, please contact Cashel Community School, Dualla Road, Cashel, Co Tipperary at* [*office@cashelcommunityschool.ie*](mailto:office@cashelcommunityschool.ie)*.*

*Before submitting this application form, please ensure that you have fully answered all the questions asked. Offers of employment are subject to verification of qualifications, references and Garda Vetting.*

*Prior to completing this application form, please read the ‘Note on Retention of Records’, ‘Note on Data Protection’ and ‘Note on Equality’ on our website* [*www.cashelcommunityschool.ie*](http://www.cashelcommunityschool.ie)*.*

*Applications will NOT be accepted after the closing date and time.*

I, the applicant, **agree** with the above statements in full.

x

Or

I, the applicant, **do not agree** with the above statement in full.

1. **DECLARATION PART 1 & 2**

*Cashel Community School is legally obliged to request you to complete the following section of the Application Form.*

**Part 1**

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

Yes No

**Part 2**

Do you agree to Cashel Community School seeking a certificate from the Garda Vetting Unit to the effect that you have not been subject of any investigation, prosecution or conviction relating to physical or sexual abuse of children?

Yes No

1. **PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| **First Name:** | | **Surname:** |
|  | |  |
| **Home Address:** | | **Correspondence Address: *(if different)*** |
|  | |  |
| **Home Phone Number:** | | **Mobile Phone Number:** |
|  | |  |
| **Email Address:** |  | |
| 3.1 Are there any restrictions regarding your employment? Yes No  *(if you answer Yes, please provide details on separate sheet)*  3.2 Do you require a Work Permit? Yes No  3.3 Are you registered with the Teaching Council? Yes No      3.3.1 If YES, what is the status of your Teaching Council Registration? Full    Conditional    Pending    3.3.2 If YES, which route are you registered under? Route 2: Post Primary    Route 3: Further Ed.    Route 4: Other    If ‘Other’, please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3.3.3 If YES, what are the subjects you are registered to teach? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3.3.4 If YES, Teaching Council Registration Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3.3.5 If YES, date applied for Teaching Council Registration: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_  3.4 If NO, are you eligible for registration and willing to register? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Please note that the successful candidate will be paid by DES and will have to fulfill DES conditions which include registration with the Teaching Council.* | | |

1. **PRESENT POSITION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please give details of your current position:** | | | |
| **Employer:** | **Address:** | | **Job Title:** |
|  |  | |  |
| **How much notice do you need to give your current employer?** | |  | |

**5. QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **5.1 Second Level Education** | | |
| **Leaving Certificate/Equivalent**  **Year Completed:** |  |  |
| **School Attended:** |  |  |
| **Subject** | **Grade** | **Hons/Ord** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **5.2 Primary Degrees/Diplomas**: | |
| **University/Institute/College:**  **Title of Degree:** | **Grade Obtained:** |
| **Qualification (Hons/Pass):** | **Awarding Body:** |
| **Year of Entry:** | **Year Qualified:** |
| **Subjects studied:** | |
| **First Year Subjects** | **Final Year Subjects** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **5.3 PGDE / HDIP / Equivalent):** | |
| **University/Institute/College:**  **Title of Degree:** | **Grade Obtained:** |
| **Qualification:** | **Awarding Body:** |
| **Year of Entry:** | **Year Qualified:** |
| **Subjects studied:** | |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **5.4 Post Graduate Qualifications** | |
| University/Institute/College:  Title of Degree: | Grade Obtained: |
| Qualification: | Awarding Body |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **5.5 In-Service Courses/Training**  List any in-service courses/training you have received. Please include dates of the relevant training and duration of these courses. Start with the most recent and work backwards. | | | |
| ***Name of Course*** | ***Name of Organisation/Institution running course*** | ***Length of Course*** | ***Year*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **5.6 Any other Qualifications (not mandatory)** | |
| **University/Institute/College:** |  |
| **When achieved:** |  |
| **Result achieved:** |  |
| **Title of Qualification:** |  |
| **Subjects Studies:** |  |
|  |  |
| **University/Institute/College:** |  |
| **When achieved:** |  |
| **Result achieved:** |  |
| **Title of Qualification:** |  |
| **Subjects Studies:** |  |

**5.7 Is there anything else you would like to add to your qualifications? (Max 200 Words)**

|  |
| --- |
|  |

**6. EMPLOYMENT HISTORY**

**6.1 Teaching Experience**

Please provide details of your teaching experience beginning with the most recent post.

| **Dates**  **(From/To)** | **Name & Address of**  **School** | **Contract Type**  **PWT/RPT/Part-time** | **If pro-rata part-time, timetabled hours per week.** | **Subjects Taught** | **Level** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**6.2 Non-Teaching Experience (if applicable)**

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** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**7. TEACHER COMPETENCY**

*In this section you will be asked to outline an example(s) in the following sections of how and where you have displayed each of these competencies* ***(Max 200 Words per Competency)****. The example(s) may be drawn from your experience in various settings including professional, social, sporting or voluntary. You may be questioned on this or other examples at interview.*

|  |
| --- |
| **7.1 Professional Knowledge (Comprehension of Content and Pedagogy)** |
| *Teachers should:*   * *Know and understand the fundamental ideas, principles and structure of the disciplines they teach.* * *Understand the links to other content areas and be able to integrate learning across and between areas.* * *Know and understand and articulate a range of philosophies of learning.* * *Critically evaluate the range of teaching and learning theories and know how to apply them where appropriate.* |
|  |
| **7.2 Professional Practice (Instruction & Classroom Environment, Planning & Preparation)** |
| *Teachers should:*   * *Plan and communicate clear, challenging and achievable expectations for students.* * *Apply their knowledge and experience in facilitating students’ holistic development.* * *Create an environment where students can become active agents in the learning process and develop lifelong learning skills.* * *Establish a climate where learning is valued and fostered and effectively manage the range of behaviours and situations that can occur in the classroom.* * *Plan for learning and employ a range of strategies that support differential learning in a way that respects the dignity of all students.* * *Plan for learning and employ a range of assessment techniques both formative and summative and report on learning in a variety of contexts.* * *Take all reasonable steps in relation to the care of students under their supervision, so as to ensure their safety and welfare* |
|  |
| **7.3 Professional Development** |
| *Teachers should:*   * *Take personal responsibility for their own professional development and continually reflect on their professional practice to ensure it is effective.* * *In a context of mutual respect, be open and responsive to constructive feedback regarding their professional practice and, if necessary, seek appropriate support, advice and guidance.* * *Demonstrate an openness and adaptability to respond effectively to a continually evolving education environment.* |
|  |
| **7.4 Professional Values and Relationships** |
| *Teachers should:*   * *Work in a collaborative manner with students, parents, school leadership, other members of staff, relevant professionals and the wider school community, as appropriate, in the interests of sharing, developing and supporting good practice and maintaining the highest quality of educational experiences for students.* * *Motivate, inspire and celebrate students’ effort and success.* * *Respect the uniqueness, individuality and specific needs of the students and promote their holistic approach.* * *Be committed to equality and inclusion and to respecting and accommodating diversity.* * *Uphold high professional ethics with regard to their own conduct.* * *Communicate effectively with students, colleagues, parents, school management and others in the school community, in a manner that is professional, collaborative and supportive based on trust and respect.* |
|  |
| **7.5 Contribution to School & Community** |
| *Teachers should:*   * *Demonstrate a capacity to support and promote wider student endeavors and overall school development and demonstrate a positive contribution to the community.* * *Participate in and support the work of extra-curricular programmes/activities.* * *Have an understanding of the school context within the school.* |
|  |

**8. SUPPORTING STATEMENT**

*This section is for you to provide a summary of your teaching experience, your approach to teaching and any extra-curricular activities you have organised and are willing to promote. Limit your answer to* ***300 words****.*

|  |
| --- |
|  |

**9. 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:** | **Email:** |
|  |  |  |  |
| **Full address:** | | | |
|  | | | |

***Other referee:***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & Title:** | **Position Held:** | **Telephone/Mobile:** | **Email:** |
|  |  |  |  |
| **Full address:** | | | |
|  | | | |

**10. 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 DES 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.

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

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.

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

Signed Date

**Completed Applications should be returned by e-mail on or before ­­­­­­3pm, 19th July 2024 to:** [**office@cashelcommunityschool.ie**](mailto:office@cashelcommunityschool.ie)

**PLEASE NOTE: 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 subject to the satisfactory outcome of the Garda Vetting Process and satisfactory references.**