***Office use only***

*Date Received:*

***Please note:***

*This form* ***must be signed/digitally signed****.*

*This form* ***must be typed****. Handwritten applications will be disqualified*

*All questions must be answered.*

*Do not change the question numbers or sequence.*

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

*Late application forms will not be considered. Shortlisting will apply.*

|  |
| --- |
| **APPLICATION FOR A MATERNITY LEAVE SNA 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**.*

*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

***The information you provide on this form will be treated in confidence.***

1. **PERSONAL DETAILS:**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No.: (Home): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile Phone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EIRCODE: \_\_\_\_\_\_\_\_\_\_\_\_

Have you previously applied or been interviewed for a position at Cashel Community School?

Yes ☐ No ☐

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?** |  |

1. **2nd LEVEL EDUCATION:**

***Please note that the minimum required standard of education for appointment to this post is A FETAC Level 3 major qualification on the National Framework of Qualifications OR a minimum of three grade Ds in the Junior Certificate OR Equivalent.***

FETAC Level 3/Inter/Junior Certificate or equivalent Year \_\_\_\_\_\_\_\_\_\_\_\_

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subjects and grades achieved:

|  |  |
| --- | --- |
| **Subject Grade** | **Subject Grade** |
|  |  |
|  |  |
|  |  |
|  |  |

Leaving Certificate or equivalent: Year: \_\_\_\_\_\_\_\_\_\_\_\_

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subjects and grades achieved:

|  |  |
| --- | --- |
| **Subject Grade** | **Subject Grade** |
|  |  |
|  |  |
|  |  |
|  |  |

1. **ADDITIONAL QUALIFICATIONS:**

***Diplomas/Certificates etc****.*

Qualification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_ Awarding Body: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Qualification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_ Awarding Body: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Qualification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_ Awarding Body: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Qualification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_ Awarding Body: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **OTHER RELEVANT, NON-ACCREDITED COURSES (e.g. First Aid, Art/Craft etc.)**

|  |
| --- |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |

1. **EMPLOYMENT EXPERIENCE**

**Experience in a Special Needs Assistant role:**

|  |  |  |
| --- | --- | --- |
| **Dates** | **School Name** | **Position/Duties** |
|  |  |  |
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**Other employment experience:**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Employer** | **Position/Duties** |
|  |  |  |
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1. **SNA COMPETENCIES**

(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.)

|  |
| --- |
| **9.1 Communication and Interpersonal Skills** |
| *Is an excellent communicator who is able to motivate, encourage and instill confidence.* *Has the ability to quickly build rapport.* *Is respectful and displays high emotional intelligence.* *Is resilient, has patience and energy to persevere. Maintains composure in stressful situations.* |
|  |
| **9.2 Teamwork, Cooperation and Flexibility** |
| *Creates team spirit, develops good working relations with others (SNAs, teachers and school management team).* *Co-operates with others, shares useful and relevant information and experience.* *Is flexible in approach, adaptable in working style, and open to change.* *Is punctual - shows up to work on time, and follows instructions, policies and procedures.* *Is able to work alongside and take direction from colleagues in a busy environment.* |
|  |
| **9.3 Planning and Organising** |
| *Plans ahead and organise work in an effective manner.* *Manages own time and priorities and re-prioritise where necessary.* *Takes follow up actions with required.* *Monitor work activity against plan and take remedial action when necessary.* *Keeps accurate and detailed records of student’s needs and progress.* |
|  |
| **9.4 Commitment to Learning/Professional Development** |
| *Evaluates own behaviour regularly with a view to continuous learning and development.* *Is open and responsive to constructive feedback regarding their work.* *Shows willingness to learn and seeks appropriate support, advice and guidance.* *Takes initiative to seek out training and development opportunities.* *Attends and/or actively participates in seminars and conferences, or any other training which may be beneficial to their role.* |
|  |

1. **SUPPORTING STATEMENT**

(State and explain the reasons why you wish to be considered for this position, please detail below any/other work experience which you feel might to relevant to your application, etc. **(500 Words Max))**

1. **REFERENCES**

**Please provide the names of two people (other than relatives or friends) with knowledge of you and your work to whom professional references can be made. One should be your current or most recent employer.**

***(Please note that your referees may be contacted without further communication with you and prior to selection interview if shortlisted for interview).***

**Referee 1**

|  |
| --- |
| **Name:** |
| **Position:** |
| **Address:** |
| **Telephone/mobile number:** |

**Referee 2**

|  |
| --- |
| **Name:** |
| **Position:** |
| **Address:** |
| **Telephone/mobile number:** |

1. **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.

In line with the terms of CL 31/2016, if you are recommended for this position, a vetting disclosure must be obtained from the National Vetting Bureau prior to the commencement of employment with the school.

Any offer of employment will be subject to the school receiving a satisfactory garda vetting disclosure prior to employment. The Board of Management may withdraw an offer of employment if a satisfactory vetting disclosure is not received.

The Board of Management cannot enter into a Contract of Employment without first receiving a vetting disclosure.

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**

1. **Closing date for receipt of Application form is 3pm, 22nd July 2024.**
2. **Completed and signed Application Forms should be returned ONLY by email to:*****office@cashelcommunityschool.ie***