



Loreto College, Crumlin Road

APPLICATION FORM  
FOR TEACHING POST

**2020/21**

**NAME OF APPLICANT**

**POSITION ADVERTISED**

**ADVERT ID**

**This form must be returned to:**

The Principal,  
Loreto College,  
Crumlin Road,  
Dublin 12

You should mark the outside of the envelope clearly "APPLICATION".

- This form must be signed.
- All questions must be answered.
- Do not change the question numbers or sequence.
- No letter of application or CV should accompany this form.

In line with our Data Protection Retention Schedule Policy your application will be kept on file for 18 months from close of competition and then shredded.

## APPLICATION FORM FOR TEACHING POSTS 2020/21

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>Registration Renewal Date:</b> |                          |                          |
|   | <b>No</b>                | <b>Subjects Registered to Teach:</b>     |                                   |                          |                          |
|   | <input type="checkbox"/> |  |                                   |                          |                          |
| <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><br><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><br>Please circle relevant qualification | H DIP | PME | PDGE | <b>HONOURS</b><br><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><br><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><br><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><br>HONOURS or PASS<br><i>(specify level e.g. 1.1; 2.1)</i> |  | <b>AWARDING COLLEGE</b> |  | <b>YEAR OF AWARD</b> |  |
| <b>QUALIFICATION:</b><br>HONOURS or PASS<br><i>(specify level e.g. 1.1; 2.1)</i> |  | <b>AWARDING COLLEGE</b> |  | <b>YEAR OF AWARD</b> |  |
| <b>QUALIFICATION:</b><br>HONOURS or PASS<br><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><br><i>(MM/YY)</i> | <b>TO</b><br><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><br>Please specify subjects taught during the last 3 years only.<br>Please complete all sections for each subject. | <b>LC</b><br><b>H</b> | <b>LC</b><br><b>O</b> | <b>JC</b><br><b>H</b> | <b>JC</b><br><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 practice.

For NQTs please outline your planned usage of in teaching subject curriculum.

**3. SCHOOL INVOLVEMENT/POST OF RESPONSIBILITY**

Please give a brief account of any curriculum initiative or any other initiative 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.

**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.

*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. OTHER RELEVANT WORK EXPERIENCE**

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

**7. PERSONAL STATEMENT (maximum 200 words)**

**8. 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>      |               |               |

**9. PERSONAL DISCLOSURE**

Loreto College Crumlin 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)*

**10. GARDA VETTING**

It is a requirement of Loreto College, Crumlin Road 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 complete the JMB Garda Vetting Process.**

| <b>DECLARATION</b>   |
|--|
| <p><b>I declare that the information given in this application is true and are correct. I understand and accept that Loreto College, Crumlin Road 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></p> |
| <p><b>Signed:</b><br/><i>(if digital signature not available please type name)</i></p>   |
| <p><b>Date:</b></p>  |

## **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 a photocopy of your Teaching Council registration documents? |  |
| Have you checked that there are no blank sections on your application?         |  |
| Have you carried out a spelling and grammar check?                             |  |

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