

**St. Nathy's College  
Ballaghaderreen  
Co. Roscommon**

**CONFIDENTIAL**

**EMPLOYMENT APPLICATION FORM  
TEACHING POSITION**

<b>For Official Use Only:</b>	<b>Date Received:</b> _____ <b>Called To Interview:</b> _____ <b>Date/Time of Interview:</b> _____
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**PLEASE WRITE OR TYPE IN BLACK INK ONLY. ALL SECTIONS MUST BE COMPLETED IN FULL.**

<b>POSITION APPLIED FOR:</b>	
<b>SURNAME:</b>	
<b>FIRST NAME(S):</b>	
<b>HOME ADDRESS:</b>	
<b>CONTACT DETAILS:</b>	<b>WORK:</b> <b>HOME:</b> <b>MOBILE:</b> <b>E-MAIL:</b>
<b>TEACHING COUNCIL REGISTRATION NO:</b>	
<b>SUBJECTS REGISTERED TO TEACH:</b>	

**GENERAL EDUCATION (POST PRIMARY)**

NAME OF SCHOOLS ATTENDED	FROM:	TO:	EXAMINATIONS AND GRADES OBTAINED

**POST SECONDARY EDUCATION**

PLEASE OUTLINE DETAILS IN CHRONOLOGICAL ORDER OF ALL FURTHER EDUCATION AND THIRD LEVEL ACADEMIC AWARDS

NAME AND ADDRESS OF ACADEMIC INSTITUTION/AWARDING BODY	PERIOD OF STUDY		AWARD/QUALIFICATION OBTAINED (HONOURS DEGREE, ORDINARY DEGREE, CERTIFICATE ETC)	CLASS OF AWARD (IE 1 <sup>ST</sup> , 2.1, 2.2, PASS)	MAIN SUBJECTS/ DEGREE SUBJECTS
	FROM:	TO:			

**HIGHER DIPLOMA IN EDUCATION (IF APPLICABLE)**

NAME OF INSTITUTION ATTENDED	FROM:	TO:	CLASS OF AWARD/GRADE OBTAINED

**PRESENT OR MOST RECENT TEACHING POSITION**

EMPLOYER (NAME AND ADDRESS)	FROM:	TO:	NATURE OF EMPLOYMENT (PT, RPT, TWT, PWT ETC)
DESCRIPTION OF SUBJECTS TAUGHT:			

**PREVIOUS TEACHING EXPERIENCE**

PLEASE LIST PREVIOUS TEACHING EXPERIENCE INCLUDING ANY OTHER POSITIONS WITH YOUR CURRENT EMPLOYER (MOST RECENT FIRST)

EMPLOYER (NAME AND ADDRESS)	FROM:	TO:	NATURE OF EMPLOYMENT (PT, RPT, TWT, PWT, ETC)	SUBJECTS TAUGHT

**POSTS OF RESPONSIBILITY (IF APPLICABLE)**

EMPLOYER (NAME AND ADDRESS)	FROM:	TO:	POST HELD INCLUDING DUTIES ATTACHED

**COMMERCIAL/INDUSTRIAL WORK EXPERIENCE**

EMPLOYER: (NAME AND ADDRESS)	FROM:	TO:	PLEASE OUTLINE NATURE AND MAIN DUTIES OF EMPLOYMENT

**Supporting Statement:** Please outline below any additional information which you believe is relevant to your application for the above position. You may wish to continue on a separate sheet, if necessary – please ensure that your name and the position is included at the top of any additional sheets.

**References:** Please give details of two referees. At least one referee should be your present or last employer or, if appropriate, a referee from your last academic institution. Please note that references will normally only be requested for shortlisted candidates. Appointments are subject to receipt of satisfactory references to The Secretary, Board of Management, St. Nathy's, College.

<b>Name:</b> <b>Position:</b> <b>Address:</b>  <b>Tel No:</b> <b>Fax No:</b> <b>E-mail Address:</b>	<b>Name:</b> <b>Position:</b> <b>Address:</b>  <b>Tel No:</b> <b>Fax No:</b> <b>E-mail Address:</b>
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**Please note that canvassing will disqualify your application.**

I certify that the information provided is true and correct. I understand that should any of the information provided in this application be found to be false or inaccurate in any material way, the Board of Management reserves the right to withdraw any offer of employment made.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**St. Nathy's College  
Ballaghaderreen  
Co. Roscommon**

**Guidelines for  
Completion of Job Application Form**

**Thank you for your interest in working in St. Nathy's College. Please take note of the following which we hope will assist you in completing your application form.**

- Your application will be assessed on the information you submit on the official application form. Therefore, it is important that you give clear evidence of your knowledge, skills and experience on your application.
- Please read the application form carefully and ensure it is completed as comprehensively as possible and that each section has been filled in.
- The application form must be either typed or completed in BLOCK CAPITALS using black ink (to facilitate copy quality).
- Additional information may be appended to the formal application form by way of separate pages or by way of a separate CV.
- Care should be taken to provide full and accurate information. Any misstatement given may disqualify your application.
- Further information regarding St. Nathy's College including details on our school can be obtained on our website: [www.stnathys.com](http://www.stnathys.com)
- Take note of the closing date for the position and make certain your application is submitted in plenty of time. **LATE APPLICATIONS WILL NOT BE ACCEPTED.** St. Nathy's College accepts no responsibility for applications that are received late or lost in the post.
- Application forms will not be accepted electronically and should be signed and returned by post or hand-delivered to the Secretary Board of Management, St. Nathy's College, Ballaghaderreen, Co. Roscommon
- If you wish to receive an acknowledgement of receipt of your application please forward a stamp-addressed envelope (0.55c) with your application form.

**Please do not hesitate to contact St. Nathy's College (094 9860010) if you wish to discuss or clarify any aspect of St. Nathy's College Employment Application Form.**

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