

St Nathy's College
Application Form - Special Needs Assistant



Completed applications should be returned **by email only** on or before
16:00 on the **9 November 2023** to: principal@stnathys.com

Late applications will not be processed.

APPLICATION FOR SPECIAL NEEDS ASSISTANT
St Nathy's College

PERSONAL DETAILS

Full Name	
Full Address	
Telephone/Mobile Number	
Email	

Are there any restrictions regarding your employment? **Yes** ☐ **No** ☐
(if you answer Yes, please provide details on a separate sheet)

Do you require a Work Permit? **Yes** ☐ **No** ☐

Please note that the successful candidate will be paid by DE and will have to fulfil DE conditions.

2. PRESENT POSITION

Please give details of your current position:	
Employer	
Address	
Nature of this employment	

3. QUALIFICATIONS

3.1 Educational Qualifications

Most recent first (Include second level e.g. Junior Cert and/or Leaving Cert or equivalent and further education)

A successful applicant may be required to furnish supporting documentation.

School/College/University:	Qualification (Hons/Pass):
Grade of Award: (1.1, 2.1, 2.2.) In the case of the Junior Cert or Leaving Cert list subjects and grade)	Year of Award:
Subjects Studied in case of Further Education and/or Third Level	

3.2 Other Relevant Courses/Training

List any Relevant Courses/Training that you have undertaken. Please include dates of the relevant training and duration of the course. Start with the most recent and work backwards.

[illegible]

3.3 Special Needs Assistant Experience

<i>School Name</i>	<i>Dates from</i>	<i>Dates to</i>	<i>Responsibilities/Duties</i>

4. EMPLOYMENT HISTORY

4.1 Record of Employment other than as a Special Needs Assistant

Start with the most recent and work backwards

Dates <i>(from - to)</i>	Name and Address of Employer	Position held	Summary of Main Duties

5. SUPPORTING STATEMENT

This section is for you to provide a summary of your knowledge and understanding of the role of Special Needs Assistant.

5.1 Outline your knowledge and understanding of the role of Special Needs Assistant in a mainstream school environment. (*Max 200 words*)

5.2 Outline any additional **relevant** information (*not already mentioned*) in support of your application. (*Max 200 words*)

6. REFERENCES

Please supply the names and contact details of three referees who know you in a professional capacity and whom you consent to being contacted by a member of the Interview Board for professional reference purposes as part of this recruitment process. The references may also be used to check the accuracy of statements made by you in the application form and/or at interview. One referee should be your current or most recent employer.

Please note: Referees may be contacted without further communication with you and prior to interview if you are shortlisted.

6.1 Professional Referee 1 *(from current employer or most recent employer)*

Name:

Address:

Telephone/ Mobile:

E-mail:

How do you know the above person? What is your relationship with this person?

6.2 Professional Referee 2

Name:

Address:

Telephone/ Mobile:

E-mail:

How do you know the above person? What is your relationship with this person?

6.3 Professional Referee 3

Name:

Address:

Telephone/ Mobile:

E-mail:

How do you know the above person? What is your relationship with this person?

7. Declaration

7.1 I have read the **Notes and Instructions for Completing the Special Needs Assistant Application Form.** Yes ☐ No ☐

7.2 I certify to the Board of Management that the information provided herewith is true and correct. Yes ☐ No ☐

7.3 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 disqualify this application or withdraw any offer of employment made. Yes ☐ No ☐

7.4 I understand that, if nominated for appointment, an offer of employment shall be conditional on all vetting and child protection requirements being satisfied under relevant legislation and the Department of Education guidelines and circulars. Yes ☐ No ☐

7.5 I understand that, if nominated for appointment, I will be required to produce the original certificates of qualification to the Board of Management. Yes ☐ No ☐

Signature of Applicant: _____ **Date:** _____

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 a 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 obligation. You may, at any time, make a request for access to the personal information held about you. If you wish to make any changes or erasures, to your personal data, please contact the Secretary of the Board of Management.

Notes and Instructions for Completing the Special Needs Assistant Application Form

This section may be deleted from the application form once completed.

PLEASE READ THE NOTES AND INSTRUCTIONS CAREFULLY

Notes:

1. This form must be signed.
2. All questions must be answered.
3. Do not change the question numbers or the sequence.
4. No letter of application, CV or written reference should accompany this application form.
5. Applicants from the SNA Supplementary Assignment Panel are advised to submit a certified copy of Panel Form 1 (PF1) together with the completed application form.
6. Any offer of employment will be subject to the satisfactory outcome of the Garda Vetting process.
7. All posts are subject to meeting the needs of the College, approval by the Board of Management, subject to NCSE allocation and the sanction of the Department of Education.
8. Only referees who know you in a **professional capacity** should be included.
9. Close relatives and friends shall not be listed as referees.
10. As it is probable that referees will be contacted outside of school hours, it is crucial that phone numbers (preferably mobile numbers) outside of working hours, are given.
11. If the current employer (where applicable) is not named as a referee, the Selection Board reserves the right to seek a reference from the current employer.
12. The Selection Board in its sole discretion will determine the suitability of any reference. The Selection Board further reserves the right to seek from a candidate the names of additional referees.
13. Completed applications should be returned **by email only** on or before 16:00 on the **9 November 2023** to: principal@stnathys.com
14. The Board of Management of this school is an equal opportunities employer.
15. Shortlisting of candidates may take place.

Instructions on completing this form:

1. Complete **ALL** sections of this form in full.
2. Once completed, save the form in PDF format using the title **SNA Application** followed by your name as the file name – e.g. **SNA Application Mary Jones**
3. Email the form as an attachment to principal@stnathys.com
4. In the **Subject Box** of your email, **only** type **SNA Application**
5. Postal applications **will not** be considered.
6. You should receive a brief acknowledgement by email within 48 hours. If you do not, please contact the school immediately at principal@stnathys.com. Also, check your junk mail and/or spam folder.
7. The information provided on this application form will be processed in a confidential and secure manner for the purpose of the recruitment process in accordance with Data Protection legislation.
8. Your application will be assessed on the information you submit on the official application form. Please ensure all sections are completed fully and accurately, giving clear evidence of qualifications, skills and experience.
9. Late applications will not be accepted.