

St Nathy's College

Application Form - Teaching Position



Completed applications should be returned **by email only** on or before

16:00 on Wednesday 15th November 2023 to:

recruitment@stnathys.com

Provisional Dates for Interview: week beginning Monday 20th November 2023

*Late applications will **not** be processed.*

APPLICATION FOR TEACHING POSITION
St Nathy's College

Teaching Post(s) applied for:

1. 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** ☐

Are you registered with the Teaching Council? **Yes** ☐ **No** ☐

If YES, Teaching Council Registration Number: _____

If NO, are you eligible for registration and willing to register? _____

*(Please state subjects **qualified** to teach at Post-Primary Level)* _____

Please note that the successful candidate will be paid by DE and will have to fulfil DE conditions which include registration with the Teaching Council.

2. PRESENT POSITION

Please give details of your current position:	
Employer	
Address	
Nature of this employment (PT, RPT, TWT, S)	

3. QUALIFICATIONS

3.1 Primary Degree/Diploma (Transcripts of qualifications required on appointment)	
University/Institute/College:	Name of Degree: (Hons/Pass):
Grade of Award: (1.1, 2.1, 2.2, etc)	Awarding Body:
Year of Entry:	Year Qualified:
Subjects Studied	
First Year Subjects:	Final Year Subject:

Indicate if concurrent teaching was part of your primary degree?

Yes ☐ No ☐

3.2 PME/HDIP/or Equivalent	
University/Institute/College:	
Qualification:	Grade of Award
Year of Entry:	Year Qualified:

Qualification:

Year of Entry:

3.3 Postgraduate Qualifications	
University/Institute/College:	
Subjects studied/Thesis/Area of specialism:	
Qualification:	Grade of Award:

Grade of Award:

[illegible]**Year**

Name of Course

**Name of
Organisation/Institution**

[illegible]

3.5 Posts of Responsibility or Equivalent

Position: Principal, Deputy Principal, AP1, AP11, Programme Co-ordinator, HSCL, Voluntary

<i>Dates from</i>	<i>Dates to:</i>	<i>Responsibilities:</i>

4. EMPLOYMENT HISTORY

4.1 Teaching Experience

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

Dates (from - to)	Name and Address of School	Contract Type PWT/RPT/ Part-time	If pro-rata part-time, timetabled hours per week.	Subjects Taught	Level

4.2 Non-Teaching Experience *(if applicable)*

Please provide details of your work history beginning with the most recent post.

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 teaching experience, your approach to teaching and any extra-curricular activities you have organised and are willing to promote.

5.1 Outline any recent curriculum development or methodology innovations you have been involved in and explain your approach to learning and teaching. <i>(Max 200 words)</i>

5.2 Outline your understanding of how digital technologies may be utilised to enhance learning and teaching and assessment in your subject area. *(Max 200 words)*

5.3 Outline your approach to classroom and relationship management and how your approach supports quality learning, teaching and assessment. *(Max 200 words)*

5.4 Outline details of any extra-curricular and/or co-curricular activities in which you are or have been involved. Describe any activities that you would like to participate in as a member of the teaching staff of St. Nathy's College. *(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 Selection 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 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?

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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?

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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?

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7. Declaration

7.1 I have read the Notes and Instructions accompanying this 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 Teaching Position 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. 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.
6. All posts are subject to meeting the needs of the College, approval by the Board of Management and the sanction of the Department of Education.
7. Only referees who know you in a **professional capacity** should be included.
8. Close relatives and friends shall not be listed as referees.
9. 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.
10. 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.
11. 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.
12. Completed Application Form should be returned **by email only** on or before **16:00 on Wednesday 15th November 2023** to: recruitment@stnathys.com
13. The Board of Management of this school is an equal opportunities employer.
14. 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 your main teaching subject and your name as the file name – e.g. **Maths Mary Jones**
3. Email the form as an attachment to recruitment@stnathys.com
4. In the **Subject Box** of your email, **only** type the subject you are applying for – e.g. **Maths**
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 recruitment@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.