**Instructions to candidates:**

**1. Ensure that you complete ALL sections of this form in full.**

**2. Once completed, save the form in Word format using your name as the new file name – eg John Murphy**

**3. Email the Application Form and Teaching Council Reg. and proof of Garda Vetting as an attachment to** [**info@hrc.ie**](mailto:info@hrc.ie) **In the Subject Box of your email please type the position you are applying for. Postal applications will not be considered. Please do not send a CV.**

**4. You should receive a brief acknowledgement by email within 48 hours. If you do not, please contact the school immediately at info@hrc.ie. Also, check your junk mail or spam folder.Due to the volume of applications, only shortlisted candidates will receive further contact.**

6. **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.**

7. No late applications will be accepted.

8. Canvassing will disqualify.

Holy Rosary College

Subject Teacher Application Form 25/26

**Phone: 090 96 79222 Email: info@hrc.ie**

|  |  |
| --- | --- |
| **Subject Teacher Application Form** | **Position Applied for :** |

# PERSONAL DETAILS

|  |
| --- |
| Name: |
| Address: |
| Email: |
| PPS No: |
| Telephone: |
| Present Position: |
| Teaching Council Registration Number: |
| Teaching subjects as recognised by Teaching Council: |

# QUALIFICATIONS (starting with most recent)

|  |  |
| --- | --- |
| Qualification 1 (e.g. B.Sc Hons): | |
| College/University Attended: | |
| Degree Grade Result: | |
| Duration of Course: | Year of Award: |
| Final Year Subjects: | |
| First Year Subjects: | |

|  |  |
| --- | --- |
| Qualification 2 (e.g. B.Sc Hons/PME/Masters): | |
| College/University Attended: | |
| Degree Grade Result: | |
| Duration of Course: | Year of Award: |
| Final Year Subjects: | |
| First Year Subjects: | |

|  |  |
| --- | --- |
| Qualification 3 (e.g. B.Sc Hons/PME/Masters): | |
| College/University Attended: | |
| Degree Grade Result: | |
| Duration of Course: | Year of Award: |
| Final Year Subjects: | |
| First Year Subjects: | |

|  |  |
| --- | --- |
| **Leaving Certificate Results** | |
| School Attended: | |
| Year of Leaving Certificate: | |
| **Subject:** | **Grade (eg H3):** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# WORK EXPERIENCE

## Teaching Experience (starting with the most recent)

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | |  | **Role (Subjects taught, Levels, Year groups, hours)** |
| **From:** | **To:** |
|  |  | **School:**  **Address:** |  |
| **Employment Status:**  **(TWT, Substitute etc)** |

## Teaching Experience (contd)-add new cells as necessary

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | |  | **Role (Subjects taught, Levels, Year groups, hours)** |
| **From:** | **To:** |
|  |  | **School:**  **Address:** |  |
| **Employment Status:**  **(TWT, Substitute etc)** |
| **Dates** | |  | **Role (Subjects taught, Levels, Year groups, hours)** |
| **From:** | **To:** |
|  |  | **School:**  **Address:** |  |
| **Employment Status:**  **(TWT, Substitute etc)** |
| **Dates** | |  | **Role (Subjects taught, Levels, Year groups, hours)** |
| **From:** | **To:** |
|  |  | **School:**  **Address:** |  |
| **Employment Status:**  **(TWT, Substitute etc)** |
| **Dates** | |  | **Role (Subjects taught, Levels, Year groups, hours)** |
| **From:** | **To:** |
|  |  | **School:**  **Address:** |  |
| **Employment Status:**  **(TWT, Substitute etc)** |

## 3.2 Other relevant Work Experience

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | |  | **Role and Responsibilities:** |
| **From:** | **To:** |
|  |  | **Company/Organisation** |  |
| **Employment Status:**  **(Fulltime, Part-Time, etc)**  Part time |

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | |  | **Role and Responsibilities:** |
| **From:** | **To:** |
|  |  | **Company/Organisation** |  |
| **Employment Status:**  **(Fulltime, Part-Time, etc)**  Part time |

# FURTHER INFORMATION

## How can you contribute to extra-curricular and co-curricular pursuits in Holy Rosary College?

## Provide detail of RECENT in-service courses you have attended

## Provide detail on your level of proficiency in ICT

## Any further information which you feel is relevant

# PERSONAL DECLARATION

(If this section is not complete, your application will not be considered. Please circle the relevant answers)

Have you ever been investigated by An Garda Siochána, the HSE or your employer in relation to complaints made concerning your treatment of children?

YES NO

Have you ever been the subject of an allegation of criminal conduct towards a minor?

YES NO

# REFEREES

## Please provide two referees (at least one of which must be connected to your most recent teaching position)

|  |  |  |
| --- | --- | --- |
|  | **Referee Number 1** | **Referee Number 2** |
| **Name:** |  |  |
| **Current Position:** |  |  |
| **Address:** |  |  |
| **Telephone:** |  |  |

# DECLARATION:

I certify that the above information is correct.. I understand that Holy Rosary College will contact my referees. I am aware of the Holy Rosary College policy on vetting and accept the policy that satisfactory vetting is an essential requirement for appointment to a post in the school.

**Signature of applicant**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_

**Notes:**

In the event of your being recommended for appointment to this position the Board of Management is obliged to comply with the terms of current DES Circular Letters. The policy of the Board of Management is that all new personnel recommended for appointment will be vetted and that the outcome of the vetting will be considered.

Please note that appointment to the position is subject to the outcome of the vetting process and the determination by the Board of Management of your suitability for employment in the position, having due regard to the vetting information received. No appointment will be confirmed until the aforementioned steps have been completed.

All posts are subject to meeting the needs of the school, approval by the Department of Education and Skills and the Directors of Redeployment agreeing to the posts being filled following completion of the redeployment scheme.