



## **APPLICATION FORM FOR TEACHING POST IN CARITAS COLLEGE**

### **General Information**

1. Please return the completed Application Form by email. Please put the subject(s) you are applying to teach in the subject line of the email.
2. The Application Form will not be accepted after the date and time stated in the advertisement.
3. The Application Form must be typed. The boxes for information can be expanded as required.
4. Canvassing will disqualify.
5. The Board of Management of Caritas College is an equal opportunities employer.
6. Shortlisting may apply.
7. Provisional date for interviews is 16th/17th June
8. Interviews will be conducted online.
9. No C.V. or cover letter should be included.
10. One copy of Teaching Council Registration Certificate should be included with the application.



**APPLICATION FORM FOR TEACHING POST IN  
CARITAS COLLEGE**

**Please make a copy / download and save to your device before completing**

**SUBJECTS: Business & History**

**This is a fixed-term teaching post funded by monies from the Oireachtas for  
approx 17 hours per week.**

<b>Details</b>	
Name	
Address	
Mobile	
Email	

<b>Teaching Council Registration Details</b>	
Are you registered with the Teaching Council?	YES: NO:
What is your Teaching Council Registration Number?	
Please list your subjects registered with the Teaching Council	List:

**1. Education Record**

**Details of Academic Qualifications – most recent first.  
Include under-graduate and post-graduate qualifications.**

Qualification and Grade	Awarding University, College or Institute	Date From...to...

**2. Additional Professional Qualifications (Certificates/Diplomas or CPD Training)**

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**3. Teaching experience to-date. Please indicate if you are including teaching practice**

Dates From - to	Subjects taught and to what level	School/College/Organisation

**4. What qualities will you bring to this post? (no more than 150 words please)**

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**5. What co-curricular/extra-curricular activities would you be interested in promoting? (no more than 150 words please)**

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**6. Caritas College is a Catholic School under the Trusteeship of CEIST. Please indicate how you think you can contribute to the ethos and success of Caritas College. (no more than 150 words please). (The CEIST Charter is available on [www.ceist.ie](http://www.ceist.ie))**

**7. Any other relevant information: (no more than 150 words please)**

*Please note that skills and experience acquired outside of work can sometimes be just as relevant as those gained in work.*

**8. PERSONAL DECLARATION:**

If this section is not completed, your application will not be considered for processing.

6.1 Have you been investigated by the Gardaí, HSE, or your employer in relation to substantiated complaints made concerning your treatment of children?

YES  NO

6.2 Were you the subject of any allegation of criminal conduct or wrongdoing towards a minor?

YES  NO

6.3 Are you aware of any material circumstance in respect of your own conduct which touched/touches on the welfare of a minor?

YES  NO

The school undertakes that all responses furnished by you in respect of the above questions will be treated as confidential, subject to any reporting obligations which may be imposed on the school, pursuant to "Children First" published by the Department of Children and Youth Affairs, the Child Protection Procedures for Primary and Post Primary Schools published by the Department of Education and Skills or pursuant to any legal obligation imposed on the school to facilitate the effective investigation of crime.

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 Board of Management's policy is that all new personnel recommended for appointment will be vetted and that the outcome of the vetting will be considered having regard to the school's vetting policy.

This applies in respect of all recommendations for appointment to teaching, principal, deputy principal and support staff positions where the person recommended for appointment is not currently an employee of the school and applies irrespective of whether the person has been previously vetted or not.

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

Further note that it is essential that you make appropriate and full disclosure in response to the questions at 6.1, 6.2 and 6.3 above. In the event of an offer of employment being made to you by the board of management, this personal declaration will constitute a fundamental term of the contract of employment. If, at any time, it is subsequently established that you have made an incomplete and/or inaccurate disclosure in this declaration, you may face disciplinary action, up to and including dismissal.

**8. Please supply the names and addresses of two referees,**  
*(At least one of whom should know you in a professional capacity)*

**a) Referee No 1**

<b>Name</b>	
<b>Address</b>	
<b>Mobile No</b>	
<b>Position</b>	

b) Referee No 2

<b>Name</b>	
<b>Address</b>	
<b>Mobile No</b>	
<b>Position</b>	

I certify to the Board of Management that the information provided in this application is true and correct.

**Signature of Applicant**.....  
**Date**.....

The Board of Management of this school is an equal opportunities employer  
Shortlisting of candidates may take place.

**Closing date: Please email your completed application to [recruitment@caritascollege.ie](mailto:recruitment@caritascollege.ie) before 1pm on Friday 12th June 2020**