



# THE ROYAL AND PRIOR COMPREHENSIVE SCHOOL

## EMPLOYMENT APPLICATION FORM

**TITLE OF POSTS APPLIED FOR:**

Please complete in black ink or type

### PERSONAL DETAILS

<b>Surname:</b>	<b>First Name(s):</b>
<b>Home Tel No:</b>	<b>Teaching Council Registration Number (if appropriate):</b>
<b>What Subjects and to what Levels are you recognised to teach by The Teaching Council (if appropriate)?</b>	
<b>Work Tel No:</b>	<b>Address:</b>
<b>Mobile Tel No:</b>	
<b>Email:</b>	

<b>For office use only</b>	

## EMPLOYMENT RECORD

Please ensure that the information given in the following sections provides a continuous record since leaving full-time education. Please indicate reasons for any gaps in continuous employment/education. Please complete one of the boxes on this page.

### PRESENT EMPLOYMENT (TEACHING)

<b>Title of Post:</b>	
<b>School/Establishment:</b>	
<b>Date of Appointment:</b>	<b>Posts of Responsibility:</b>

### PRESENT EMPLOYMENT (NON-TEACHING)

<b>Title of Post:</b>
<b>Employer's Name and Address:</b>
<b>Date of Appointment:</b>

### PREVIOUS EMPLOYMENT (TEACHING) Please start with the most recent

School Name	Address	Subjects & Levels Taught	Employment		
			From	To	Position – PWT, TWT, EPT or PT

**PREVIOUS EMPLOYMENT (NON-TEACHING)** Please start with the most recent

<b>Employer</b>	<b>Position</b>	<b>From</b>	<b>To</b>	<b>Responsibilities</b>

**EDUCATION & TRAINING**

<b>Secondary School Name and Address</b>	<b>From</b>	<b>To</b>	<b>Qualifications Gained Subjects &amp; Grades</b>

<b>Primary Qualifications Further/Higher Education College / University Name</b>	<b>From</b>	<b>To</b>	<b>Qualifications gained, Subjects taken to first year, subjects taken until final year &amp; Grades (Pass or Honours)</b>

Teaching Qualification College / University Name	From	To	Qualification gained & Grades (Pass or Honours)

Other Third Level Qualifications College / University Name	From	To	Qualifications gained, Subjects taken & Grades (Pass or Honours)

In- Service Courses Course Title and Provider	Location	Date	Description of Content

## OUTSIDE INTERESTS, HOBBIES AND ADDITIONAL INFORMATION

Please include here any information you wish to provide about your outside interests and hobbies and how they may be used to make a significant contribution to the co-curricular life of the School. Any further information you wish to present to the selection committee can be placed here.

## REFERENCES

Please provide the details of three referees, one of whom must be of your present or most recent employer. Unless you notify us, references may be sought without further permission from candidates.

<b>Name:</b>	<b>Name:</b>
<b>Title of Post:</b> <b>Relationship to Applicant:</b>	<b>Title of Post:</b> <b>Relationship to Applicant:</b>
<b>Address:</b>	<b>Address:</b>
<b>Tel No:</b>	<b>Tel No:</b>
<b>E-mail:</b>	<b>E-mail:</b>

<b>Name:</b>
<b>Job Title:</b> <b>Relationship to Applicant:</b>
<b>Address:</b>
<b>Tel No:</b>
<b>E-mail:</b>

## DECLARATION

In the event of you being recommended for this position, the Board of Management is obliged to comply with the terms of current DES circular letters. In line with the terms of CL 31/2016, if you are recommended for this position, a vetting disclosure must be obtained from the National Vetting Bureau prior to the commencement of employment with the School. Any offer of employment will be subject to the School receiving a satisfactory Garda vetting disclosure prior to employment. The Board of Management may withdraw an offer of employment if a satisfactory vetting disclosure is not received. The Board of Management cannot enter into a Contract of Employment without first receiving a vetting disclosure. You are also required to sign the declaration below certifying that all information you have provided is accurate. The Selection Committee may wish to check any of the details you have provided. Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.

I declare that the information supplied in this application form is accurate and true and I confirm consent to provide a vetting disclosure.

Signed:

Date:

In addition to completing this form fully, candidates are required to provide a letter of application detailing:

- i) Reasons for applying for this position.
- ii) Special areas of teaching interest (if appropriate)

Curriculum Vitae may be attached for information but is not a requirement of the application process.

All applications must be sent **by post** to The Secretary of the Board of Management, The Royal and Prior Comprehensive School, Raphoe, Co. Donegal, Ireland, F93 T298 – **applications by email will not be considered.**