



# LORETO SECONDARY SCHOOL, CLONMEL

## Application Form for Teaching Positions

Office Use only:

Date Received

### Applicants, please note:

1. Please save the completed application calling it your own name (i.e. First name Surname).
2. Applications can ONLY be made on this Application Form.
3. Applications are required to be submitted by email. The Application Form must be sent to principal@loretoclonmel.ie
4. The completed form must arrive at the above specified email address on or before the date and time stated in the advertisement. Late applications will neither be accepted nor considered.
5. Canvassing will disqualify.
6. You must include a scan of your Teaching Council Registration Certification/Pending Registration.
7. Applications must be typed in font 12.
8. **DO NOT**
  - delete any question/section or change the order of questions/sections
  - enclose/attach a separate letter of application
  - enclose/attach a Curriculum Vitae

**The successful candidate will be required to present original documents in relation to teaching/other qualifications prior to appointment.**

**The successful candidate will also be required to present the TUSLA Children First eLearning Certificate and provide Garda Vetting Documents or be Garda Vetted prior to commencement.**

*Throughout this form where necessary add additional boxes, but order of questions must remain the same and no questions should be deleted.*

<b>Name of Applicant</b>	
<b>What teaching position are you applying for?</b>	
<b>What subjects are you registered with the Teaching Council to teach?</b>	
<b>What additional teaching subjects did you study as part of your degree (e.g. in first year or other years)?</b>	

APPLICANT'S PERSONAL DETAILS	
Name (as per Teaching Council Register):	
Postal address:	
Email address:	
Telephone including area code:	
Mobile:	

DETAILS OF ACADEMIC QUALIFICATIONS INCLUDING QUALIFICATIONS TO TEACH				
<ul style="list-style-type: none"> <li>• MOST RECENT FIRST (IF NECESSARY EXPAND THE SECTION).</li> <li>• INCLUDE UNDER-GRADUATE AND POST-GRADUATE QUALIFICATIONS.</li> <li>• INCLUDE ANY QUALIFICATIONS IN SPECIAL EDUCATION, IF APPLICABLE.</li> <li>• THE SUCCESSFUL CANDIDATE WILL BE ASKED TO PRESENT ORIGINAL DOCUMENTS.</li> </ul>				
Qualification	Awarding University, College or Institute	Length of Course	Final Date of Course	Final Result/Grade

TEACHING COUNCIL REGISTRATION			
Registration Number			
Please tick ( √ ) as appropriate:	Full	Conditional	Pending
Pending: If pending state the date of submission of application			

SECOND LEVEL DETAILS						
Name and address of Secondary School attended				Leaving Cert Year		
LEAVING CERTIFICATE RESULTS						
Subject	Level (H, O, F)	Result	Subject	Level (H, O, F)	Result	

<b>TEACHING EXPERIENCE – MOST RECENT FIRST (IF NECESSARY EXPAND THE SECTION).</b>					
<b>*IF NEWLY QUALIFIED, PLEASE GO TO NEXT PAGE</b>					
<b>Employer (name and address)</b>	<b>Dates Day/Month/Year</b>		<b>Nature of Employment CID, PWT, F/T, S/P, P/T, T/P</b>	<b>Subjects Taught</b>	<b>Timetabled hours per week per subject</b>
	From:				
	To:				
	From:				
	To:				
	From:				
	To:				

CID - Contract of Indefinite Duration; PWT - Permanent Whole Time; F/T - Fixed Term; S/P - Specific Purpose; P/T - Part-time; T/P - Teaching Practice

<b>*IF NEWLY QUALIFIED PLEASE INSERT TEACHING PRACTICE GRADES – MOST RECENT FIRST (IF NECESSARY EXPAND THE SECTION).</b>					
<b>School Name</b>	<b>Address</b>	<b>Class taught</b>	<b>Dates Day/Month/Year</b>		<b>Grade</b>
			From:		
			To:		
			From:		
			To:		
			From:		
			To:		
			From:		
			To:		

<b>OTHER RELEVANT EMPLOYMENT EXPERIENCE – MOST RECENT FIRST (IF NECESSARY EXPAND THE SECTION).</b>				
<b>Employer/Project</b>	<b>Position</b>	<b>Duties</b>	<b>Dates Day/Month/Year</b>	
			From:	
			To:	
			From:	
			To:	

<b>SUBJECT AND LEVELS TAUGHT</b> PLEASE TICK ( ✓ ) AS APPROPRIATE (IF NECESSARY EXPAND THE SECTION).								
Please specify subjects taught	LC (HL)	LC (OL)	JC	TY	LCA	JSCP	SEN	Team Teaching
Subject 1:								
Subject 2:								
Subject 3:								

<b>POST(S) OF RESPONSIBILITY HELD (IF ANY) – MOST RECENT FIRST (IF NECESSARY EXPAND THE SECTION).</b>			
SCHOOL NAME	ADDRESS	POSITION(S) HELD	DATES
			From: To:
			From: To:

<b>ADDITIONAL QUALIFICATIONS IF APPLICABLE E.G. ICT, CERTIFICATE TO TEACH RELIGION (IF NECESSARY EXPAND THE SECTION).</b>				
College(s)	Qualification	Year received	Result	Modules Studied

<b>List any professional development or in-service courses that you have attended. Please include any other information you consider relevant in the title section (IF NECESSARY EXPAND THE SECTION).</b>			
Date(s)	Day/Night	Professional Development Course Title	Training Body
From: To:			
From: To:			
From: To:			
From: To:			

<b>AREAS OF SPECIAL INTEREST – CURRICULAR/CO-CURRICULAR/EXTRA-CURRICULAR/ETC (IF NECESSARY EXPAND THE SECTION).</b>	
Area	Expertise/Experience/Specialism undertaken in College

**OTHER AREAS OF LEARNING (OALs) THAT YOU WOULD BE INTERESTED IN SUPPORTING IN THIS SCHOOL**

**(NOT MORE THAN 150 WORDS)**

Please type here

**PLEASE INDICATE HOW YOU THINK YOUR EXPERIENCE/SKILL(S) CAN ASSIST IN THIS PARTICULAR POST**

**(NOT MORE THAN 150 WORDS)**

Please type here

**PLEASE INDICATE HOW YOU THINK YOU CAN CONTRIBUTE TO THE ETHOS AND SUCCESS OF THIS SCHOOL**

**(NOT MORE THAN 150 WORDS)**

Please type here

**ADDITIONAL INFORMATION (NOT ALREADY MENTIONED) TO SUPPORT YOUR APPLICATION**

**(NOT MORE THAN 150 WORDS)**

Please type here

NAMES AND CONTACT DETAILS OF REFEREES*			
Referee 1		Referee 2	
Name:		Name:	
Role:		Role:	
Address:		Address:	
Work Number:		Work Number:	
Home Number:		Home Number:	
Mobile Number:		Mobile Number:	
Email:		Email:	

**\*Please Note:**

1. Only those referees who know you in a **professional capacity** should be included.  
Two names should be provided.
2. Close relatives and friends **should not** be listed as referees.
3. As it is probable that referees will have to be contacted outside of school times, it is crucial that phone numbers (preferably mobile numbers) outside of working hours, are given.
4. 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.
5. 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.

I hereby declare that all the particulars furnished on this application form are true and correct to the best of my knowledge and that I am aware of the qualifications, requirements and particulars for this post, as set out in the advertisement and other relevant documentation.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Teaching Post Advertisement Privacy Notice Loreto Secondary School Clonmel**

### **Who is collecting the data**

Board of Management  
Loreto Secondary School Clonmel  
Coleville Road, Clonmel, Co. Tipperary.  
T: (052) 612 1402  
E: reception@loretoclونmel.ie

This Privacy Notice governs the manner in which Loreto Secondary School Clonmel collects, uses, maintains and discloses information collected throughout the recruitment, hiring and employment of staff.

### **Personal Identifiable Information**

We collect personal identification information from staff and prospective staff in a variety of ways in connection with your employment at our school.

### Staff / Recruitment Data (Lawful Basis: Public Interest, Contractual Obligation, Legal Obligation):

- Name, Address, Date of Birth, Phone Number;
- PPSN;
- Payroll No.;
- Teaching Council Registration No.;
- Vetting Details & No.;
- Payment details;
- Statutory deductions Voluntary deductions e.g. trade union subscription;
- Service history incl. References;
- Leave including Sick leave / Secondments;
- Qualifications & Results (2<sup>nd</sup> & 3<sup>rd</sup> Level) & Work Experience;
- Particulars of your cases where you may query the application of the terms and conditions e.g. Contract of indefinite duration;

### **How we use collected information**

We use your personal data (staff) for purposes including:

- your application for employment;
- to provide you with appropriate direction and support in your employment;
- to care for your health and well-being;
- to process grant applications, fees and scholarships;
- to coordinate, evaluate, fund and organise educational programmes;
- to comply with our legal obligations as an employer;
- to comply with our monitoring and reporting obligations to Government bodies;
- to process appeals, resolve disputes, and defend litigation etc.

### **How we protect your information**

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information.

### **How long do we keep your personal information?**

We keep your personal information for a length of time as per our Retention Policy i.e. For staff we will retain data for the duration of employment and up to 7 years thereafter. If you apply for a position but you are unsuccessful, will retain your data for up to 18 months after close of the competition. After this time, your data will be destroyed by confidential shredding or deletion from our school's database.

In certain circumstances we may retain your data longer, these circumstances and the retention period are outlined in Loreto Secondary School Data Protection Policy.

**Sharing your personal information**

We may share your data with the Department of Education and Skills, State Examinations Commission, NCSE, TUSLA, An Garda Síochána, HSE, the Department of Social Protection, the Revenue Commissioners etc.

The level of sharing and the nature of what is shared depend on various factors. The Government bodies to which we transfer your personal data will use that personal data for their own purposes (including: to verify other information they already hold about you, etc) and they may aggregate it with other information they already hold about you. We also share your personal data with other third parties including our insurance company and other service providers (including IT providers, security providers, legal advisors etc).

**Your rights**

You have a number of rights in relation to your personal information. These rights include the right to:

- request information regarding the personal data that we hold about you and the source(s) of that information. You can request a copy of any personal data we hold about you. This service is free of charge.
- request that we rectify without undue delay any inaccuracies in relation to the personal data we hold;
- in some circumstances, request the erasure of your personal data or object to the processing of your data;
- obtain restriction of processing in some circumstances;
- object to any processing in some circumstances;
- in some circumstances, request that your personal data be transferred to you or a new school if the data is processed automatically (Please note, that we retain only a copy of certain data collected from you. Furthermore we do not avail of systems that make automated decisions based on your data);
- if we are processing any data for which you have given consent, you may withdraw consent to us processing your personal data. This will not affect the processing already carried out with your consent; and
- lodge a complaint with our lead supervisory authority - Office of the Data Protection Commissioner ([www.dataprotection.ie](http://www.dataprotection.ie));

Any enquiries regarding the above rights or if you wish to exercise any of these rights or any other rights provided for in this statement please contact us.