

**Application Form for Fixed Term Contract (Full post)**

**Special Needs Assistant**

**This is a fixed-term teaching post funded by monies from the Oireachtas.**

**INFORMATION TO APPLICANTS**

* Please ensure that the application form is completed fully and accurately. Please do not forward a CV or cover note as the Selection Board will shortlist (if required) based on the information gathered from this form only.
* Application form must be **typed**, handwritten forms will not be accepted.
* Copy of Panel Form 1 (where applicable) must be included to ensure shortlisting for interview.
* Please include copies of certificates/diplomas/degrees with this completed and signed application.
* Completed application and relevant documentation must be forwarded **by email only** to [**recruitment@cbsmitchelstown.ie**](mailto:recruitment@cbsmitchelstown.ie). Mark subject line “SNA”.
* Closing date for receipt of completed application forms is Friday June 10th at 12 noon.
* Late applications cannot be considered.
* Canvassing will automatically disqualify.
* Provisional date for Interviews: Week of June 13th.

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| **PERSONAL DETAILS:** | | |
| **Title**: | **First Name:** | **Surname:** |
| **Postal Address:** |  | |
| **Phone (Mobile):** |  | |
| **E-mail:** |  | |
| **Present employment:** |  | |
| **Do you have a Supplementary Assignment Panel Form from your previous employer? ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_**  (**Copy of Panel Form 1 must be included with the application to ensure shortlisting for interview)** | | |

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| **EDUCATIONAL DETAILS** | | | | |
| **General Education (i.e. Junior Certificate or Equivalent, Leaving Certificate) Please begin with most recent first.** | | | | |
| **School/College Attended:** | **Year** | **Subjects** | **HL/OL** | **Grade Obtained** |
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| **ADDITIONAL QUALIFICATIONS (Degrees/diplomas/certificates etc)** | | | | |
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| **Institution attended** | **Full title of qualification** | **Subjects studied** | **Grade achieved** | **Year of qualification** |
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| **OTHER RELEVANT NON-ACCREDITED COURSES** | | | | | |
| **Please include details of courses relevant to work as an S.N.A.** | | | | | |
| **Name of school/college** | **Course title** | **From** | **To** | **Grade achieved** | **Awarding body** |
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| **EMPLOYMENT RECORD** | | | |
| **EXPERIENCE AS AN S.N.A. - please begin with most recent first** | | | |
| **Name of school** | **Dates employed** | | **Summary of main duties** |
| **From** *(dd/mm/yr)* | **To** *(dd/mm/year)* |
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| **OTHER EMPLOYMENT EXPERIENCE** | | | |
| **Name of employer** | **Dates employed** | | **Summary of main duties** |
| **From** *(dd/mm/year)* | **To** *(dd/mm/year)* |
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| **THE ROLE OF THE S.N.A.** |
| **Please include a brief description of your understanding of the role of an S.N.A. in a post-primary school.** |
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| **ADDITIONAL RELEVANT INFORMATION** |
| **Please include any additional information (not already mentioned) in support of your application.** |
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| **REFERENCES** | | |
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| *Please provide the details of two people (other than relatives or friends) with knowledge of you and your work from whom professional reference may be sought. One should be your current or most recent employer.*  ***Please Note:*** *your referees may be contacted without further communication with you and prior to selection interview if shortlisted for interview.* | | |
| Name: |  | Name: |
| Address: | Address: |
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| Position/Job title: | Position/Job title: |
| Tel. No.: | Tel. No.: |
| Tel. No.(Mobile): | Tel. No.(Mobile): |
| E-mail: | E-mail: |

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| **DECLARATION** | |
| **PERSONAL DECLARATION:**  If this section is not completed, your application will not be considered for processing.  Please place an X in the relevant box in each case.  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 Circulars including Circular 0031/2016 which requires that you provide the school authority with access to vetting disclosure from the National Vetting Bureau of An Garda Síochána in respect of you.  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. In the event of your being recommended for this post you will also be required to complete a Statutory Declaration and Form of Undertaking, which will be retained by the school. If, at any time, it is subsequently established that you have made an incomplete and/or inaccurate disclosures, you may face disciplinary action, up to and including dismissal.  I certify to the Board of Management that the information provided in this application is true and correct. | |
| **Signature:** | **Date:** |