

For office use

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# Portumna Community School

## Application Form for Chaplain/Teaching Position 2025-2026

This form is applicable to employment process completed after April 29<sup>th</sup> 2016

NB YOU MUST HAVE BEEN GARDA VETTED SINCE APRIL 30<sup>TH</sup> 2016

**Complete all sections.**

Teaching position applied for? Please insert details as per advertisement
Chaplaincy

Qualification check: if you are not fully qualified i.e. have a primary degree in the subject area advertised with an integrated recognised second level teaching qualification or a primary degree in the subject area advertised with a recognised post graduate second level teaching qualification you cannot apply for this post.	
Have you a primary degree in the subject area advertised with an integrated recognised second level teaching qualification or a primary degree in the subject area advertised with a recognised post graduate second level teaching qualification?	
Yes <input type="checkbox"/>	No <input type="checkbox"/> If you are not qualified in the subject area advertised you cannot apply for this position.

Personal Details	
Name	
Home Address & Correspondence Address if different	
Mobile number	
Landline	
email	

Teaching Council and Garda Vetting requirements		
<i>Please note that these requirements must be complied with.</i>		
Are you registered with the Teaching Council?	Yes <input type="checkbox"/>	No <input type="checkbox"/> <i>If you are not registered or have an application pending, you cannot apply for this position.</i>
Registration Number		
Subjects qualified to teach		
Have you included copy of Teaching Council registration?		
Have you been Garda vetted since April 30 <sup>th</sup> 2016?		No <input type="checkbox"/> <i>If you have not been vetted since April 30<sup>th</sup> 2016 you cannot apply for this position.</i>

**PLEASE NOTE:** If you have applied for and are awaiting confirmation of registration with the Teaching Council, please insert "Pending" in the Teacher Registration Number section of this application form. Any offer of employment will be conditional on registration with the Teaching Council and subject to the satisfactory outcome of the national Garda vetting process.

Previous Application History	
Have you previously applied for a position at Portumna Community School?	
If Yes, state Year of application:	
Were you shortlisted and interviewed?	



### Referees

*Give the names and full contact details of two people willing to give references  
(2 written references are also requested to accompany this application)*

1.

2.

### Third Level Education

*In this section list all the Institutions you have attended  
N.B. At least one of the Institutions listed must award you a degree with concurrent  
teaching qualification or a Post Graduate teaching qualification.*

<b>Institution 1</b>	
<b>Years from and to</b>	
<b>Course followed</b>	
<b>Award received (Degree, Diploma, Certificate...)</b>	
<b>Level of Award (Honours e.g. 1.1, 2.1, Pass, Other)</b>	
<b>Subjects in Award</b>	

<b>Institution 2</b>	
<b>Years from and to</b>	
<b>Course followed</b>	
<b>Award received (Degree, Diploma, Certificate...)</b>	
<b>Level of Award (Honours e.g. 1.1, 2.1, Pass, Other)</b>	
<b>Subjects in Award</b>	

<b>Institution 3</b>	
<b>Years from and to</b>	
<b>Course followed</b>	
<b>Award received (Degree, Diploma, Certificate...)</b>	
<b>Level of Award (Honours e.g. 1.1, 2.1, Pass, Other)</b>	
<b>Subjects in Award</b>	

<b>Institution 4</b>	
<b>Years from and to</b>	
<b>Course followed</b>	
<b>Award received (Degree, Diploma, Certificate...)</b>	
<b>Level of Award (Honours e.g. 1.1, 2.1, Pass, Other)</b>	
<b>Subjects in Award</b>	

<b>Institution 5</b>	
<b>Years from and to</b>	
<b>Course followed</b>	
<b>Award received (Degree, Diploma, Certificate...)</b>	
<b>Level of Award (Honours e.g. 1.1, 2.1, Pass, Other)</b>	
<b>Subjects in Award</b>	

<b>Second Level Education</b>	
<b>School Name and Address</b>	
<b>Years from and to</b>	
<b>Leaving Certificate Results:</b>	

<b>Employment as a Teacher/Chaplain</b>	
<b>First School Name and Address</b>	
<b>Years from and to</b>	
<b>Type of Contract</b>	
<b>Subjects taught and level</b>	
<b>Extra / Co- Curricular involvement</b>	

<b>Second School Name and Address</b>	
<b>Years from and to</b>	
<b>Type of Contract</b>	
<b>Subjects taught and level</b>	
<b>Extra / Co- Curricular involvement</b>	

<b>Third School Name and Address</b>	
<b>Years from and to</b>	
<b>Type of Contract</b>	
<b>Subjects taught and level</b>	
<b>Extra / Co- Curricular involvement</b>	

<b>Fourth School Name and Address</b>	
<b>Years from and to</b>	
<b>Type of Contract</b>	
<b>Subjects taught and level</b>	
<b>Extra / Co- Curricular involvement</b>	

<b>Other Employment History</b>	
<b>Employer Name and Address</b>	
<b>Years from and to</b>	
<b>Nature of employment</b>	

**Chaplain/Teaching Approach and Philosophy**

*Outline succinctly your approach to and philosophy of teaching*



### Teacher Induction

Have you completed a process of teacher induction for newly qualified teachers (NQT)?  
Give details.

### Other Information

*Add any other relevant information*

### DECLARATION AND SIGNATURE

Please sign the form below, certifying that all information you have provided is accurate.

- It is the candidate's responsibility to ensure that all required information is supplied including details of degree and post graduate qualifications and level attained.

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.

- 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.
- If you are recommended for this position, a vetting disclosure must be made available to the Secretary to the Board of Management when the offer of employment is being made. The Board of Management may withdraw an offer of employment if a satisfactory vetting disclosure is not made available.

- The Board of Management cannot enter into a Contract of Employment without first receiving a vetting disclosure.
- By signing below, you consent to a vetting disclosure, received by the Teaching Council from the Vetting Bureau, being made available to the school in accordance with the requirements of Circular Letter 31/2016.
- 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.

Signed: \_\_\_\_\_

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

**PLEASE NOTE CAREFULLY:**

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

**4 completed** application forms, addressed to the Secretary B.O.M., should reach the school in hard copy **by post before 12 p.m. on Friday April 11<sup>st</sup> 2025**. Completed application forms **MUST** be accompanied by Garda Vetting Disclosure, Teaching Council Registration and 2 written references. Candidates should ensure they are available for **Chaplaincy Interviews from Monday May 26<sup>th</sup>**. Late applications will not be accepted. Shortlisting may apply. Portumna Community School is an equal opportunities employer.

Portumna Community School,

St. Brigid's Road,

Portumna,

Co. Galway. H53 N403