



APPLICATION FORM FOR TEACHING POSITION IN ST.LEO'S COLLEGE

PLEASE ENSURE TO READ THE FOLLOWING BEFORE COMPLETING THIS APPLICATION FORM:

1. This Application Form must be typed and saved as a PDF document with your own name for submission. No letter of application, CV or written reference should accompany this application.
2. Please attach a copy of confirmation of your current registration from the Teaching Council with details of subjects you are registered to teach or for Newly Qualified Teachers, please provide proof of application to the Teaching Council for registration.
3. Do not alter this Application Form in any way. Boxes will expand as required. All sections must be completed in full and typed. Please note that handwritten forms will not be accepted.
4. E-mail the completed application form to vacancy@stleoscarlow.ie by **12 noon on Monday 27th May 2024.**
5. A separate email and Application Form need to be submitted for each job being applied for to ensure that your application will be considered.
6. Applications are only accepted by email.
7. Late applications will not be considered.

For official use only
Date + Time received

Teaching Position Applied For:	
Surname:	
First Name(s):	
Home Address:	
Contact Details:	Work: Home: Mobile: E-mail:

Teaching Council Registration

Are you registered with the Teaching Council?

Yes

No

Registration Number:

Registration Date

Full or Conditional

Please tick appropriate box

Full

Conditional

Subjects Registered to Teach:

Please attach a copy of confirmation of current registration from the Teaching Council with details of subjects you are registered to teach. For Newly Qualified Teachers, please provide proof of application to the Teaching Council for registration.

Post-Primary Education

Name of school(s) attended	From:	To:	Examination Results obtained

Third Level Education

Please outline details in chronological order of all third level academic awards and further education.

Name and Address of Academic Institution/Awarding Body	Period of Study		Award / Qualification Obtained: (Honours Degree, Ordinary Degree, Certificate etc)	Main subjects/ Degree subjects	Class of Award (i.e. 1 st , 2:1, 2:2, Pass)	
	From:	To:			PLEASE SPECIFY	X
					PLEASE SPECIFY	X
					1 ST	
					2:1	
					2:2 OR 3RD	
					PASS	
					PLEASE SPECIFY	X
					1 ST	
					2:1	
					2:2 OR 3RD	

Work Experience (Please indicate all non-teaching employment experiences you have had in chronological order beginning with the most recent)

Employer Name and Address	From:	To:	Please outline nature and main duties of employment

Gap in Employment History (If this is not applicable to you please place N/A in the box below)

Gap	From:	To:	Reason:

Professional Development (List any in-service courses you have undertaken and any other qualifications you have achieved)

Date From	Date To	Title of Course	Name of Organisers	Nature of Award

THE ROLE AND FUNCTION OF A TEACHER IN ST.LEO’S COLLEGE

A number of key competences have been identified as being essential for the effective performance of the role and function of a Teacher in our school. These competences are as follows:

- 1.1 Professional Knowledge
- 1.2 Professional Practice
- 1.3 Professional Development
- 1.4 Communication and Professional Relationship building
- 1.5 Contribution to School and Community

Outline on the following pages examples of how and where you have displayed each of these competencies (no more than 300 words per competency).

1.1 Professional Knowledge (Comprehension of Content and Pedagogy)

Demonstrates in-depth knowledge, comprehension and understanding of both the subject discipline and pedagogy.

1.2 Professional Practice (Instruction & Classroom Environment, Planning & Preparation)

Understands the importance of high quality teaching, learning, assessment and reporting and demonstrates the skills and competencies to illustrate same.

1.3 Professional Development

Demonstrates a conscious effort to continuously reflect on their own professional practice, upskills where necessary and responds effectively to the continually evolving education environment.

1.4 Communication and Professional Relationship building

Communicates effectively to build positive relationships and works collaboratively with the school leadership team, colleagues, students, parents and the wider school community.

1.5 Contribution to the School and Community (Extra-Curricular/Other competencies)

Recognises the importance of supporting wider student endeavours and participates in the school's extra-curricular programme.

Supporting Statement:

This section is for you to provide further information in support of your application. You should demonstrate why you have applied for this position and outline any other knowledge, expertise and attributes which you consider pertinent to this position.

References: Please give details of two referees. At least one referee should be your present or last employer or, if appropriate, a referee from your last academic institution. Please note that references will normally only be requested for shortlisted candidates. Appointments are subject to receipt of satisfactory references.

Name:
Position:
Address:

Tel No:
E-mail Address:

Name:
Position:
Address:

Tel No:
E-mail Address:

I certify that the information provided is true and correct. I understand that should any of the information provided in this application be found to be false or inaccurate in any material way, the Board of Management reserves the right to withdraw any offer of employment made.

Signature:

Date:

NB

Please follow the instructions at the beginning of the application form and then send your application by email to vacancy@stleoscarlow.ie.