



ST. LOUIS COMMUNITY SCHOOL

Kiltimagh, Co. Mayo, F12 RP76

Please note:

This form must be signed.

All questions must be answered.

Do not change the question numbers or sequence.

No letter of application, CV or written reference should accompany this form.

Office use only

Date Received:

SPECIAL NEEDS ASSISTANT APPLICATION FORM

1. PERSONAL DETAILS

First Name:	Surname:
Home Address:	Correspondence Address: <i>(if different)</i>
Home Phone Number:	Mobile Phone Number:
Email Address:	

2. PRESENT POSITION

Please give details of your current position:		
Employer:	Address:	Job Title:
How much notice do you need to give your current employer?		

3. QUALIFICATIONS

<u>3.1 Second Level Education:</u>		
Leaving Cert/Equivalent:		Dates:
School Attended:		
Subject	Grade	Higher Level/Ordinary Level

3.2 Primary Degrees/Diplomas:

University/Institute/College:

Qualification (Hons/Pass):

Awarding Body:

Year of Entry:

Year Qualified:

Subjects studied:

3.3 Higher Diploma / Equivalent):

University/Institute/College:

Qualification:

Awarding Body:

Year of Entry:

Year Qualified:

Subjects studied:

3.4 In-Service Courses/Training

List any in-service courses/training you have received. Please include dates of the relevant training and duration of these courses. Start with the most recent and work backwards.

<i>Name of Course</i>	<i>Name of Organisation/Institution running course</i>	<i>Length of Course</i>	<i>Year</i>

4. EMPLOYMENT HISTORY

4.1 SNA Experience

Please provide details of your SNA experience beginning with the most recent post.

Dates (From/To)	Name & Address of School	Contract Type	Hours per week	Summary of Main Duties

4.2 Non-SNA Experience (if applicable)

Please provide details of your work history beginning with the most recent post.

Dates (From/To)	Name & Address of Employer	Position held	Summary of Main Duties

5. SUPPORTING STATEMENT

This section is for you to provide a summary of your SNA experience, and any additional information (not already mentioned) in support of your application.

[illegible]

6. REFERENCES

Please provide names, addresses and position/occupation of two people (other than relatives or friends) with knowledge of you and your work to whom professional reference can be made. 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*].

Present or most recent employer:

Name & Title:	Position Held:	Telephone/Mobile:
Email address:		
Full address:		

Other referee:

Name & Title:	Position Held:	Telephone/Mobile:
Email address:		
Full address:		

8. DECLARATION AND SIGNATURE

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.

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 _____

Completed application forms should be returned by email to vacancies@stlouiscs.com

Data Protection – Privacy Notice:

All personal information provided on this Application Form will be processed in a confidential and secure manner as part of the recruitment process. Your data will be retained for a period of 18 months if your application is unsuccessful. If your application is successful, the Board of Management will retain your personal data for the duration of your employment and for 7 years thereafter. Your information will not be disclosed to a third party without your consent save where provided by law or where such processing is necessary to comply with the school’s legal obligations. You may at any time make a request for access to your personal data held by the Board of Management about you. Should you wish to make any changes or erasures to your personal data, please contact The Board of Management of the school.