



DEPUTY PRINCIPAL – CRANA COLLEGE, BUNCRANA

NOTES TO HELP APPLICANTS

Thank you for your interest in this position as Deputy Principal of Crana College, Buncrana with Co. Donegal VEC. Please ensure you have a copy of the Job Description and Person Specification before completing this application.

1. Please make sure you sign and date where indicated on the last page of the Application Form.
2. You may submit a faxed or e-mailed application before the latest date for receipt of completed applications. However, we will in addition require a signed hard copy of your application.
3. You may attach any additional information, which you consider necessary in support of your application in the form of an addendum to the form.
4. Please note that we plan to contact referees in advance of interviews. Please note that we reserve the right to contact previous employers as listed by you, but not nominated as referees.
5. On being invited to interview you will be required to make a ten (10) minutes presentation on *'My vision and strategy for the development and enhancement of Crana College*.

We are in a position to facilitate you should your presentation require any special equipment e.g. Overhead Projector/Powerpoint etc. Should you intend using Powerpoint, a copy of your presentation must be forwarded by e-mail to linda@donegalvec.ie , suitably in advance of your interview i.e. not later than three (3) working days beforehand to enable us to set up your presentation and to ensure a punctual start at the scheduled time.

If you have any queries in relation to the application process, please contact, Ms. Linda Harley by phone on (074) 91 61510 or by fax on (074) 91 61544 or email to linda@donegalvec.ie

Draft Appointment Timetable

29th January, 2012	Position advertised in the Sunday Independent. Advertisement, application form and further information available on the web site www.donegalvec.ie
2nd February, 2012	Position advertised in the Irish Independent (Thursday)
3rd February, 2012	Position advertised in the Irish Times (Friday)
Monday, 13th February, 2012 at 12:00 noon	Closing date for receipt of completed application forms
13th – 24th February, 2012	Processing of Application Forms, Shortlisting of applicants, if necessary. Referees contacted. Interviews arranged. Interviews Held and Outcome of interviews communicated to applicants.

The above timetable is for the assistance of applicants. While every effort will be made to adhere to the dates listed, the scale/number of applications may require changes to the timetable.