



Guidance Notes for the Completion of Job Application Form

IMPORTANT NOTE

The Teaching Council of Ireland is responsible for the registration of teachers in Ireland. To be considered for a teaching post you must be registered with the Teaching Council. Once registered you must ensure that you renew your registration with the Teaching Council on an annual basis. For further information please contact the Teaching Council on LoCall 1890224 224 or visit the website: www.teachingcouncil.ie

GENERAL

Your application will be assessed on the information you submit on the official application form. Therefore, it is important that it is completed as fully and as comprehensively as possible.

The application form must be either (a) typed or (b) completed in **BLOCK CAPITALS** using black ink (to facilitate copy quality).

All information must be set out on the official application form. If required, additional pages of these forms may be used. **ADDITIONAL CVs WILL NOT BE ACCEPTED.** An electronic version of the official application form is available on our website www.donegalvec.ie

Candidates who send their applications by post should use the correct value of postage stamps and allow sufficient time to ensure delivery not later than the latest time of acceptance, where applicable. Claims that any application form has been lost or delayed in the post will not be considered, unless applicants have a Post Office Certificate of Posting in support of such claims. When submitting your application form, you must forward all parts to the Human Resources Division, VEC Administrative Offices, Ard O'Donnell, Letterkenny, Co. Donegal.

You must ensure that your application gives clear evidence of your knowledge, skills and experience. Please read the application form carefully. Your form should be written in a concise, well-organised and positive way. When completed, read through your application form carefully and check that each section has been filled in. Should short-listing apply, only the information contained in the application form will be considered.

County Donegal Vocational Education Committee is an Equal Opportunities Employer and welcomes applications from all the community. Our aim is to ensure that no job applicant or employee receives less favourable treatment on the grounds of racial origin, gender, marital status, family status, age, disability, religious beliefs, sexual orientation or membership of the travelling community.

GUIDELINES FOR COMPLETING PARTS 1 TO 4 OF THE APPLICATION FORM

PART 1

The information you provide in Part 1 of the Application Form will not be made available to either the interview board or, where shortlisting is necessary, to the shortlisting board.

- Q.4** Must be completed by applicants who are not citizens of a member state of the European Economic Area (EEA). The EEA comprises of Member States of the European Union i.e. Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden.
- Q.10** This is for marketing research purposes. It is not mandatory to answer it. However, in order for management to establish how its recruitment advertising budget is best served, it would be appreciated if you would complete this question.

PART 2

General (Primary/ Second Level) Education

State any qualifications you have obtained. Should you be successful at interview, you will be required to produce the original certificates of any qualifications listed.

Further/Third Level Education

In respect of teaching posts please indicate on Page 7 Question 2.2 of the application form if your third level qualification, has been registered/assessed by the Teaching Council/Department of Education and Skills for the purposes of teaching in the second level sector in the Republic of Ireland by inserting [✓] in appropriate box.

N.B. Should you [✓] in section 2,3,4, or 5 of question 2.2 you must include documentary proof from either the Teaching Council or the Department of Education & Skills.

Employment Record Details

Start with your current/most recent employer and work retrospectively. You should also give reasons for any gaps in your employment.

Work Experience

Please consider the selection criteria listed in the job specification – the knowledge and skills required for the job before answering this section. Provide evidence that you possess the criteria required – be specific and give examples.

PART 3

Personal Disclosure Form – You are asked to confirm that nothing within your personal or professional background deems you unsuitable for employment with County Donegal Vocational Education Committee. Recommended applicants will be required to complete a Garda Vetting Enquiry Form to enable a vetting check by the Garda Vetting Unit. Please note that failure to disclose information in this regard will render any offer of employment invalid.

PART 4

Declaration – You are asked to confirm that all the information you provide is true and accurate. Applicants who are subsequently found to have given false information may be disqualified from this competition or have any offer of employment withdrawn.

PART 1



Coiste Gairmoideachais Chontae Dhún na nGall
County Donegal Vocational Education Committee

**Closing Date for receipt of applications is
12.00 noon Monday, 13th February, 2012**

**Human Resources Division, Co. Donegal VEC, Administrative Offices,
Ard O'Donnell, Letterkenny, Co. Donegal.**

Position applied for:	Deputy Principal – Crana College
APPLICATIONS WILL ONLY BE ACCEPTED ON THE OFFICIAL FORM The application form must be either (a) typed or (b) completed in BLOCK CAPITALS in BLACK INK	Photograph (required only when applicant has been invited to interview)

1. Mr/Ms/Mrs: ☐ Surname: First name(s):

Name on Birth Certificate:
(if different from above)

2. Home Address 1:

Home Address 2:

Home Address 3:

3. **Contact Telephone Numbers**

Work:

Ext:

Home:

Mobile No:

Email address:

P.P.S. Number:

(P.P.S. = Personal Public Service)

Tá leagan Gaeilge den fhoirm seo ar fáil ach teagmháil a dhéanamh leis an Roinn Acmhainní
Daonna. Fón 074-9161510 nó ríomhphost linda@donegalvec.ie

An Irish version of this Application Form is available from the Human Resources Division. Telephone
074 9161510 or email linda@donegalvec.ie

PART 1 (continued)

4. (a) Are you an Irish citizen? Yes ☐ No ☐

(b) Are you a citizen of a member state of the European Economic Area (EEA)?

Yes ☐ No ☐

If you answered "No" to (a) and (b) above you must enclose evidence of legal residency in the state with this application form (see below)**

**** (i) Certificate of Registration issued by the Garda National Immigration Bureau
and/or**

(ii) Passport endorsed with the appropriate permission to remain in the state

5. Work Location

TO BE COMPLETED ONLY BY EXISTING EMPLOYEES OF COUNTY DONEGAL VOCATIONAL EDUCATION COMMITTEE

School/College/Centre:

Address:

Details of Commencement of service:

Fixed Term *w.e.f.*

Permanent *w.e.f.*

Current Grade:
If applicable

Acting Grade:
If applicable

Date of appointment:

Payroll Number:

TO BE COMPLETED BY ALL APPLICANTS

6. Please name at least two responsible persons, to whom you are well known but not related, from whom County Donegal VEC can request references on your behalf.

	1.	2.
Name:		
Position:		
Address:		
Email:		
Telephone (work):		
Telephone (other):		
Mobile:*		

* Please supply mobile contact telephone number where possible

Additional details may be submitted with your application form on a separate sheet.

PART 1 (continued)

TO BE COMPLETED BY ALL APPLICANTS

7. Languages

Knowledge of Irish:(✓)

Good

☐

Fair

☐

Not good

☐

Please note: "good" means being capable of performing the duties of office through the medium of Irish

Language of Preference:

Please note: Donegal VEC through it's Scheme in accordance with Section 11 of the Official Languages Act is committed to affording applicants the opportunity to be interviewed in their official language of choice either Irish or English. Please indicate your preference by ticking the appropriate box below. Interviews in respect of schools and centres operating wholly through the medium of Irish will be conducted through Irish.

Language of Preference: (✓)

Irish

☐

English

☐

8. Applications from persons with disabilities are welcome and information about disability is only requested on the application form in order that appropriate arrangements for an interview can be made, if necessary

(i) Do you consider that you have a disability?

Yes

☐

No

☐

If YES, please give details of the nature of your disability and your requirements, if any, to enable us to make appropriate arrangements for this competition:

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9. Driving Licence – Please complete this section if applicable to this competition

Do you possess a full unendorsed driving license?

Yes

☐

Category

No

☐

10. How did you become aware of this vacancy? Please tick the appropriate source:

Sunday Independent	<input type="checkbox"/>
Irish Independent	<input type="checkbox"/>
Irish Times	<input type="checkbox"/>
County Donegal VEC website	<input type="checkbox"/>
Local Press	<input type="checkbox"/>
Other – please specify	<input type="text"/>

PART 2



Coiste Gairmoideachais Chontae Dhún na nGall
County Donegal Vocational Education Committee

PART 2: PARTICULARS OF EDUCATION/QUALIFICATIONS/EXPERIENCE

FULL NAME (Block Capitals):

POSITION APPLIED FOR:

Deputy Principal – Crana College

1. DETAILS OF GENERAL EDUCATION

PRIMARY/SECOND LEVEL SCHOOLS/COLLEGES ATTENDED	FROM (State Dates)	TO (State Dates)	EXAMS	YEAR	PASS/ HONS

2. THIRD LEVEL/ FURTHER EDUCATION

2.1 Details Of Primary Degrees Held:

(i) Third Level Institution Attended:

(ii) Degree(s) Held:

(iii) Hons/Pass (State Class):

(iv) Date And Year Of Award:

(v) Degree Awarding Authority:

(vi) First Year Subjects (State Results In Each Subject):

First Year: Subjects taken and Results	
Second Year: Subjects taken and Results	
Third Year: Subjects taken and Results	
Final Year: Subjects taken and Results	

(vii) Duration of Degree Course:

Years

PART 2 (continued)

2.2 Qualification Recognition

The third level qualification, as indicated by me at 2.1 above: (Please tick as appropriate)

- ☐ 1. Appears on the Teaching Council's list of Recognised Qualifications.
(Confirm at www.teachingcouncil.ie Select: Registration Information/Qualifications/Post-Primary/
- Scroll to Relevant Documentation. Select Teaching Council's Approved Qualifications List), or
- ☐ 2. Has been assessed by the Teaching Council/Registration Council of the DES (copy of relevant documentation is attached as proof) or
- ☐ 3. Has been accepted by the VEC Qualifications Unit of the DES (copy of relevant documentation is attached as proof), or
- ☐ 4. Is currently being assessed by the Teaching Council. Outcome unknown at time of writing, or
- ☐ 5. None of the above.

NB: Where you have indicated [✓] at items (2) or (3) above, it is essential that you attach all relevant correspondence to this application form as proof of qualification status. Please include documentation indicating your subject(s) as recognised by the relevant authority. Failure to do so will result in your application not reaching the shortlist.

Registration Details as per Teaching Council of Ireland

Teaching Council Registration Number	Date of Registration with the Teaching Council	Sector(s)	Registration Level	Subjects

You must attach copy of relevant correspondence from the Teaching Council which confirms the details above.

2.3 Teacher Training Course

Please indicate your Teacher Training qualification(s) from the following list:

- ☐ Higher Diploma in Education
- ☐ Post Graduate Diploma in Education
- ☐ Post Graduate Certificate in Education
- ☐ Exam in History and Structure of Irish Education System Date/Year of Award: Grade:
- ☐ Teacher Training integrated as part of Degree e.g. B.Ed.
- ☐ I hold no teacher training qualification

Please enclose all documentary evidence of your Teacher Training Qualification as indicated above

(i) Qualification as Teacher of:

(ii) Date and Year of Award: iii) Hons/Pass:

(iv) Awarding Authority:

(v) Third Level Institution attended:

(vi) Subjects and Grade (State Results Where Appropriate):

(vii) Duration of Course: Years

PART 2 (continued)

2.4 Details of Higher Degrees, Higher Diplomas or any other Higher Qualifications held

e.g. J.E.B, Special Educational Needs, Masters qualification.

- (i) Details Of Qualification:
- (ii) Date and Year of Award: iii) Hons/Pass:
- (iv) Awarding Authority:
- (v) Third Level Institution attended:
- (vi) Subjects and Grade Obtained (State Results in each Subject):
- (vii) Duration Of Course: Years

2.5 Details of other Qualifications not stated above

- (i) Details Of Qualification:
- (ii) Date and Year of Award: iii) Hons/Pass:
- (iv) Awarding Authority:
- (v) Third Level Institution attended:
- (vi) Subjects and Grade Obtained (State Results in each Subject):
- (vii) Duration of Course: Years

2.6 Qualifications in Irish

State Qualifications held in Irish i.e. An Ceard Teastas sa Ghaeilge, Teastas i dTeagasc na Gaeilge, Teastas Gaeilge Múinteoirí Iarbhuioideachais, or other relevant qualification.

Please specify date and year of award

Qualification	Written (State Date)	Oral (State Date)	Year of Award

PART 2 (continued)

3. Employment Record

3.1 Previous Teaching Experience

Name and Address of School/College	Date		Contact Type (PWT, TWT, CID, EPT/PT)	Weekly Contract Hours	Subject(s) Taught	Level
	From	To				

3.2 State subjects taught during period of employment specified at 3 above, and standard of instruction, i.e. Courses and Examinations for which students were prepared and presented:

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3.3 Grade of Post of Responsibility held (if any):

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Date of Appointment to Current Post of Responsibility:

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Duties Carried Out:

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PART 2 (continued)

3.4 Grade of Post of Responsibility previously held (if applicable):

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Date Appointed to Previous Post of Responsibility:
(if applicable)

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Duties Carried Out:

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4. Outside Interests

4.1 List outside activities and interests in order of importance to you.

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4.2 Specify any extra-curricular activities which you promoted in your school in the last three years and those you would like to promote.

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4.3 What significant contribution have you made as a teacher in your school?

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PART 2 (continued)

4.4 Are you a current member of a pedagogical Subject Association?

Yes ☐ No ☐

If Yes which Association(s)?

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5. Professional

5.1 List In-Service/Education Management/Management courses taken (with dates) specifying the duration of each course and where appropriate, the certification obtained.

Course Title	Location	Date / Length of Course	Any Certification Awarded

5.2 List the priorities of the Deputy Principal in order of importance as you see them.

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PART 2 (continued)

5.3 What significant contribution do you see yourself making as Deputy Principal in a role of leadership for:-

(a) Teachers (b) Pupils (c) Parents (d) Local Community

(a) Teachers

(b) Pupils

(c) Parents

(d) Local Community

5.4 How effectively, in your opinion, does the present education system cater for the real needs of the cohort of pupils?

PART 2 (continued)

5.5 What changes (if any) would you wish to implement in the present educational system?

5.6 Any further submission in support of your application:

Signature of applicant:

Date:

PART 3



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CONFIDENTIAL

PERSONAL DISCLOSURE FORM

Have you ever been convicted of a criminal offence or been given a caution?

YES

☐

NO

☐

If YES, please detail below the nature and date(s) of the offence(s):

FULL NAME (Block Capitals)

ADDRESS (Block Capitals)

PLACE OF BIRTH

Please specify any other name that you are or were previously known by:

Previous Address to above

I confirm that nothing within my personal or professional background deems me unsuitable for employment with County Donegal Vocational Education Committee.

I DECLARE THAT THE ABOVE INFORMATION IS TRUE AND AGREE THAT I WILL ABIDE AND ACCEPT THE TERMS AND CONDITIONS OF EMPLOYMENT SHOULD I BE SUCCESSFUL IN MY APPLICATION FOR A POSITION

Applicant's Signature:

Date:

The Human Resources Division will treat all the information including personal data, which you give as confidential, subject to Donegal VEC's responsibilities under the Data Protection Acts.

False declaration could lead to Non Employment or Dismissal

PART 4



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DECLARATION

Before signing this form, please ensure that you have replied fully to all questions asked. Offers of employment are subject to verification of candidates' eligibility for the position applied for.

I CERTIFY that all particulars in this application are true and correct, to the best of my knowledge and belief.

I am aware that any canvassing, by me, or on my behalf, will disqualify me from the position I am seeking and that any employment offered to me is dependent upon the information given herein being correct.

I am aware that false or misleading information or deliberate omissions may result in disqualification or the withdrawal of any offer of employment.

Signature of Applicant:

Date: