

ARDEE COMMUNITY SCHOOL



TEACHER APPLICATION FORM 2025 - 2026

Closing Date for receipt of completed applications: Tuesday 29th April 2025 at 5:00pm

Title of Post	
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Personal Details:

Surname	First Name(s)
Home Address (incl. Eircode)	
Mobile Number:	Email address:

Present Occupation (During last school year)	Nature of appointment - permanent/temporary/pro-rata/part-time

Qualifications:

Primary Degree:

NAME AND ADDRESS OF COLLEGE	PERIOD OF STUDY: (ACADEMIC YEAR)		QUALIFICATION OBTAINED (HONOURS DEGREE, ORDINARY DEGREE, CERTIFICATE ETC.)	CLASS OF AWARD (1 ST , 2.1, 2:2, PASS)	YEAR OF AWARD
	FROM:	TO:			

Teaching Qualifications:

NAME AND ADDRESS OF COLLEGE	PERIOD OF STUDY: (ACADEMIC YEAR)		QUALIFICATION OBTAINED (HONOURS DEGREE, ORDINARY DEGREE, CERTIFICATE ETC)	CLASS OF AWARD (1 ST , 2.1, 2:2, PASS)	YEAR OF AWARD
	FROM:	TO:			

Other Relevant Qualifications:

NAME AND ADDRESS OF COLLEGE	PERIOD OF STUDY: (ACADEMIC YEAR)		QUALIFICATION OBTAINED	AWARD (1 ST , 2.1, 2:2, PASS)	YEAR OF AWARD
	FROM:	TO:			

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Statutory Requirements:

Are you registered with the Teaching Council: (Please tick a box)	Yes	No	Teaching Council Registration No:	
	<input type="checkbox"/>	<input type="checkbox"/>	Registered for: (Please tick a box)	Post Primary <input type="checkbox"/> Further Ed <input type="checkbox"/>
			Subjects for which you are fully registered to teach (Please note not conditional):	
Have you current Garda Vetting from the National Vetting Bureau? (Please tick a box)	Yes	No		Vetting Number:
	<input type="checkbox"/>	<input type="checkbox"/>		

Note: Successful candidates proposed for appointment to teaching positions are required to be **currently** registered with the Teaching Council in accordance with Section 31 of the Teaching Council Act, 2001. Candidates should share, via Digitary, your Vetting Disclosure with the Board of Management, Ardee Community School through our dedicated e-mail address recruitment@ardeecs.ie. Please do not forward these details until a job offer is made.

New Graduates For prospective appointees who are new graduates – Registration with the Teaching Council of Ireland and Garda Vetting will be required prior to appointment.

Teaching Experience:

Please begin with present or most recent employment:

SCHOOL/CENTRE Name & Address	Dates: Academic Year		SUBJECTS TAUGHT/ LEVEL: LC – H/O JC – H/O/C TY/ LCA / JSCP SEN	NUMBER OF MONTHS TEACHING THIS SUBJECT
	From	to		

Other Relevant Experience:

From	To	Employer	Nature of appointment	Duties

Professional Competencies:

Please limit each of the sections below to 250 words:

1. Teaching and Learning

Outline two examples which demonstrate (from your classroom/professional experience to date) how you used planning and assessment practices to progress students' learning and to promote inclusivity in your classroom.

2. Communication and Collaboration

Outline two examples where you have communicated with colleagues and collaborated with them to improve on your classroom/professional practice and to improve the outcomes for the students in your care.

3. Subject Competency and Developments in Education

Outline two examples demonstrating how you have developed competency within your subject/programme area and how you have kept up to date with developments in education.

4. Ability to reflect on your own professional practice.

Outline two examples where you have reflected on your own practice and adjusted or changed your practice based on that reflection.

Other relevant information:

Interests/Achievements/Other Relevant Information, including prior involvement with extra-curricular and co-curricular activities:

Referees:

Please give details of two referees - to include your most recent employer/academic supervisor. All appointments are subject to references satisfactory to The Board of Management, Ardee Community School.

Name:
Position:

Professional Address:

Tel No:
Email Address:

Name:
Position:

Professional Address:

Tel No:
Email Address:

I declare that the information that I have given in this application is true, full and accurate.
I understand that should any information prove false or inaccurate, The Board of Management, Ardee Community School reserves the right to withdraw any offer of employment. I understand that in the event of being offered a position, all appointments are subject to ratification by the Department of Education and Skills. All successful candidates are subject to Teaching Council Registration and Garda Vetting.

Applicant's Signature:

Date:

Return to: recruitment@ardeecs.ie **By Tuesday 29th of April 2025 at 5:00pm**

Only applications received at the above email address will be accepted.

Please note that any substitute or other short term vacancies for the school year may be filled through this application and interview process.

Shortlisting will apply to meet the needs of the school.

Ardee Community School is an equal opportunities employer.

Canvassing will disqualify.

All advertised positions are subject to the redeployment scheme and subject to sanction by the Department of Education.

Data Protection – Privacy Notice:

Information provided during the recruitment and selection process is required for the purposes of assessing your application for appointment. Your personal data will be processed in accordance with the Data Protection Acts 1988-2003. The Board of Management of Ardee Community School will keep and process the information supplied by applicants in a secure and fair manner and in compliance with our obligations under the Data Protection legislation. It will be used only for purposes associated with the administration of their job application and shared with third parties only when necessary for the processing of their applications.

Retention of Records:

All records relating to recruitment and selection will be held securely in Ardee Community School, following the completion of the recruitment process. Records relating to the recruitment process including those of unsuccessful applicants will be held for 18 months, after which they will be confidentially destroyed. Records for successful applicants for positions will be retained for the duration of employment plus 7 years after which they will be confidentially destroyed. All records relating to recruitment and selection will be held securely with access limited.