



St. Munchin's College, Corbally, Limerick
CONFIDENTIAL

EMPLOYMENT APPLICATION FORM
TEACHING POSITION

For Official Use Only:	Date Received: _____
	Called to Interview: _____
	Date/Time of Interview: _____

PLEASE TYPE ALL SECTIONS MUST BE COMPLETED IN FULL

POSITION APPLIED FOR:	
SURNAME:	
FIRST NAME(S):	
HOME ADDRESS:	
CONTACT DETAILS:	WORK: HOME: MOBILE: E-MAIL:
TEACHING COUNCIL REGISTRATION NO:	
SUBJECTS REGISTERED TO TEACH:	

GENERAL EDUCATION (POST PRIMARY)

NAME OF SCHOOLS ATTENDED	FROM:	TO:	EXAMINATIONS & GRADES OBTAINED

POST SECONDARY EDUCATION

PLEASE OUTLINE DETAILS IN CHRONOLOGICAL ORDER OF ALL FURTHER EDUCATION AND THIRD LEVEL ACADEMIC AWARDS

NAME & ADDRESS OF ACADEMIC INSTITUTION/AWARDING BODY	PERIOD OF STUDY		AWARD/QUALIFICATION OBTAINED (HONOURS DEGREE, ORDINARY DEGREE, CERTIFICAT ETC)	CLASS OF AWARD (i.e. 1st, 2.1, 2.2, Pass)	MAIN SUBJECTS/ DEGREE SUBJECTS
	FROM:	TO:			

HIGHER DIPLOMA IN EDUCATION (IF APPLICABLE)

NAME OF INSTITUTION ATTENDED	FROM:	TO:	CLASS OF AWARD/GRADE OBTAINED

PRESENT OR MOST RECENT TEACHING POSITION

EMPLOYER (NAME & ADDRESS)	FROM:	TO:	NATURE OF EMPLOYMENT (PT, RPT, TWT, PWT etc)

DESCRIPTION OF SUBJECTS TAUGHT AND LEVEL

PREVIOUS TEACHING EXPERIENCE

PLEASE LIST PREVIOUS TEACHING EXPERIENCE INCLUDING ANY OTHER POSITIONS WITH YOUR CURRENT EMPLOYER (MOST RECENT FIRST)

EMPLOYER (NAME AND ADDRESS)	FROM:	TO:	NATURE OF EMPLOYMENT (PT, RPT, TWT, PWT, etc)	SUBJECTS TAUGHT

POSTS OF RESPONSIBILITY (IF APPLICABLE)

EMPLOYER (NAME AND ADDRESS)	FROM:	TO:	POST HELD INCLUDING DUTIES ATTACHED

COMMERCIAL/INDUSTRIAL WORK EXPERIENCE

EMPLOYER (NAME AND ADDRESS)	FROM:	TO:	PLEASE OUTLINE NATURE AND MAIN DUTIES OF EMPLOYMENT

EXTRA-CURRICULAR ACTIVITIES

Please give details of all extra-curricular activities promoted by you during previous employment

EMPLOYER (NAME AND ADDRESS)	FROM:	TO:	PLEASE OUTLINE NATURE AND MAIN DUTIES OF EMPLOYMENT

SUPPORTING STATEMENT: please outline below any additional information which you believe is relevant to your application for the above position. You may wish to continue on a separate sheet, if necessary – please ensure that your name and the position is included at the top of any additional sheets.

Teaching Council Registration Number:

Number of Years Teaching:

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. **Please enclose written references as well.**

Name: Position: Address: Tel No: E-Mail address:	Name: Position: Address: Tel No: E-Mail address:
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Please note that canvassing will disqualify your application.

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: _____

3 copies of completed application form to be returned, in hard copy only to :The Secretary, Board of Management, St. Munchin's College, Corbally, Limerick, by Tuesday 5th June 2018 at 12 noon. Applications must be typed.

Tel: 061-348922

E-mail: stmunchins@eircom.net

Website: www.stmunchinscollege.ie



Guidelines for Completion of Job Application Form

Thank you for your interest in working with us in St Munchin's College. Please take note of the following which we hope will assist you in completing your application form.

- St Munchin's Diocesan College is an all boys secondary school under the patronage of the Roman Catholic Bishop of Limerick.
- Your application will be assessed on the information you submit on the official application form. Therefore, it is important that you give clear evidence of your knowledge, skills and experience on your application.
- Please read the application form carefully and ensure it is completed as comprehensively as possible and that each section has been filled in.

- The application form must be typed.
- Additional information may be appended to the formal application form by way of separate pages or by way of a separate CV.
- Care should be taken to provide full and accurate information. Any misstatement given may disqualify your application.
- Further information regarding St. Munchin's College, including details on our school, can be obtained on our website: www.stmunchinscollege.com. Take note of the closing date for the position and make certain your application is submitted in plenty of time. **LATE APPLICATIONS WILL NOT BE ACCEPTED.** St. Munchin's College accepts no responsibility for applications that are received late or lost in the post.
- Application forms will not be accepted electronically and should be signed and returned by post or hand delivered to the Secretary, Board of Management, St. Munchin's College, Corbally, Limerick.
- Please note that Shortlisting for interview may apply.
- St. Munchin's College is an equal opportunities employer
- All vacancies are subject to the Directors of Redeployment agreeing to the post being filled following the completion of the 2018 scheme. No teacher appointment can be made in respect of the 2018/19 school year until the Directors release vacancies following the completion of the scheme.

Please do not hesitate to contact St. Munchin's College (061 348922) if you wish to discuss or clarify any aspect of the above employment application form.