



Subject Teacher Application Form

Position Applied for (CODE):

1. PERSONAL DETAILS

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|---|
| Name: |
| Address: |
| Email: |
| PPS No: |
| Telephone: |
| Present Position: |
| Teaching Council Registration Number: |
| My teaching subjects as recognised by Teaching Council: |

2. QUALIFICATIONS (starting with most recent)

| | |
|---------------------------------|----------------|
| Qualification (e.g. B.Sc Hons): | |
| College/University Attended: | |
| Degree Grade Result: | |
| Duration of Course: | Year of Award: |
| Final Year Subjects: | |
| First Year Subjects: | |

Qualifications (contd)

| | |
|---------------------------------|----------------|
| Qualification (e.g. B.Sc Hons): | |
| College/University Attended: | |
| Degree Grade Result: | |
| Duration of Course: | Year of Award: |
| Final Year Subjects: | |
| First Year Subjects: | |

Copy these boxes if you want to provide detail on more qualifications.

| Leaving Certificate Results | |
|------------------------------|----------------|
| School Attended: | |
| Year of Leaving Certificate: | |
| Subject: | Grade (eg H3): |
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3. WORK EXPERIENCE

3.1. Teaching Experience

| Dates | | School: | Role (Subjects taught, Levels, Year groups, hours) |
|-------|-----|--|--|
| From: | To: | | |
| | | School: Employment Status: (TWT, Substitute etc) | |
| | | School: Employment Status: (TWT, Substitute etc) | |

3.2. Other relevant Work Experience

| Dates | | | Role and Responsibilities: |
|-------|-----|--|----------------------------|
| From: | To: | | |
| | | Company/Organisation | |
| | | Employment Status: (Fulltime, Part-Time, etc) | Reason for leaving: |
| | | Company/Organisation | |
| | | Employment Status: (Fulltime, Part-Time, etc) | Reason for leaving: |

4. FURTHER INFORMATION

4.1. How can you contribute to extra-curricular and co-curricular pursuits in Christian Brothers College Kilkenny?

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4.2. Provide detail of RECENT in-service courses you have attended

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4.3. Provide detail on your level of proficiency in ICT

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4.4. Any further information which you feel is relevant

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5. Recruitment Process and Child Safeguarding - Declaration

(If this section is not complete, your application will not be considered. Please circle the relevant answers)

Have you ever been investigated by An Garda Síochána, the HSE or your employer in relation to complaints made concerning your treatment of children?

YES

NO

Have you ever been the subject of an allegation of criminal conduct towards a minor?

YES

NO

Are there any child protection, safeguarding, or other issues that may affect your suitability to work with children or young people, that you wish to bring to the attention of the interview panel?

YES

NO

All responses furnished in respect of the above questions will be treated as confidential and will be subject to any reporting obligations which may be imposed on the school. These include any obligations imposed by “Children First” (published by the Department of Health), the Child Protection Procedures for Primary and Post-Primary Schools 2025 (published by the Department of Education and Youth) or any legal obligations imposed on the school to facilitate the effective investigation of crime.

Appointment to the position is subject to the outcome of the vetting process and the determination by the Board of Management of your suitability for employment in the position, having due regard to the vetting information received and the vetting policy of the school. No appointment will be confirmed until these steps have been completed. Prior to appointment you will also be required to complete a Statutory Declaration and a Form of Undertaking.

It is essential that you make a full and appropriate disclosure in response to the above questions. In the event of an offer of employment being made to you by the Board of Management this personal declaration will constitute a fundamental term of the contract of employment. If, at any time, it is subsequently established that you have made an incomplete and/or inaccurate disclosure in this declaration, you may face disciplinary action, up to and including dismissal.

- Email this completed Application Form and Teaching Council Reg. and proof of Garda Vetting to applications1859@cbckilkenny.ie putting as the subject of your email the CODE which is specified in the advertisement.
- Please do not send a CV or Cover Letter.
- Canvassing will disqualify. Only shortlisted applicants will be contacted.

6. REFEREES

6.1. Please provide two referees (at least one of which must be connected to your most recent teaching position)

| | Referee Number 1 | Referee Number 2 |
|-------------------|------------------|------------------|
| Name: | | |
| Current Position: | | |
| Address: | | |
| Telephone: | | |

7. IMPORTANT FINAL STEPS:

I certify that the above information is correct. I understand that the school will submit my details for vetting as required by law to confirm my suitability to work with children. I understand that Christian Brothers College Kilkenny will contact my referees. I am aware of the Christian Brothers College Kilkenny policy on vetting and accept the policy that satisfactory vetting is an essential requirement for appointment to a post in the school.

Signed: _____

Date: _____