

For office use

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Portumna Community School

Application Form for Chaplain/Teaching Position 2025-2026

This form is applicable to employment process completed after April 29th 2016

NB YOU MUST HAVE BEEN GARDA VETTED SINCE APRIL 30TH 2016

Complete all sections.

Teaching position applied for? Please insert details as per advertisement
Chaplaincy

Qualification check: if you are not fully qualified i.e. have a primary degree in the subject area advertised with an integrated recognised second level teaching qualification or a primary degree in the subject area advertised with a recognised post graduate second level teaching qualification you cannot apply for this post.	
Have you a primary degree in the subject area advertised with an integrated recognised second level teaching qualification or a primary degree in the subject area advertised with a recognised post graduate second level teaching qualification?	
Yes <input type="checkbox"/>	No <input type="checkbox"/> If you are not qualified in the subject area advertised you cannot apply for this position.

Personal Details	
Name	
Home Address & Correspondence Address if different	
Mobile number	
Landline	
email	

Teaching Council and Garda Vetting requirements <i>Please note that these requirements must be complied with.</i>		
Are you registered with the Teaching Council?	Yes <input type="checkbox"/>	No <input type="checkbox"/> <i>If you are not registered or have an application pending, you cannot apply for this position.</i>
Registration Number		
Subjects qualified to teach		
Have you included copy of Teaching Council registration?		
Have you been Garda vetted since April 30th 2016?		No <input type="checkbox"/> <i>If you have not been vetted since April 30th 2016 you cannot apply for this position.</i>

PLEASE NOTE: If you have applied for and are awaiting confirmation of registration with the Teaching Council, please insert "Pending" in the Teacher Registration Number section of this application form. Any offer of employment will be conditional on registration with the Teaching Council and subject to the satisfactory outcome of the national Garda vetting process.

Previous Application History	
Have you previously applied for a position at Portumna Community School?	
If Yes, state Year of application:	
Were you shortlisted and interviewed?	

Career Timeline

Give a continuous timeline of your career from the start of your second level education to today

Years from and to	Activity (e.g. attending second level, third level, working)

Referees

*Give the names and full contact details of two people willing to give references
(2 written references are also requested to accompany this application)*

1.

2.

Third Level Education

*In this section list all the Institutions you have attended
N.B. At least one of the Institutions listed must award you a degree with concurrent
teaching qualification or a Post Graduate teaching qualification.*

Institution 1	
Years from and to	
Course followed	
Award received (Degree, Diploma, Certificate...)	
Level of Award (Honours e.g. 1.1, 2.1, Pass, Other)	
Subjects in Award	

Institution 2	
Years from and to	
Course followed	
Award received (Degree, Diploma, Certificate...)	
Level of Award (Honours e.g. 1.1, 2.1, Pass, Other)	
Subjects in Award	

Institution 3	
Years from and to	
Course followed	
Award received (Degree, Diploma, Certificate...)	
Level of Award (Honours e.g. 1.1, 2.1, Pass, Other)	
Subjects in Award	

Institution 4	
Years from and to	
Course followed	
Award received (Degree, Diploma, Certificate...)	
Level of Award (Honours e.g. 1.1, 2.1, Pass, Other)	
Subjects in Award	

Institution 5	
Years from and to	
Course followed	
Award received (Degree, Diploma, Certificate...)	
Level of Award (Honours e.g. 1.1, 2.1, Pass, Other)	
Subjects in Award	

Second Level Education	
School Name and Address	
Years from and to	
Leaving Certificate Results:	

Employment as a Teacher/Chaplain	
First School Name and Address	
Years from and to	
Type of Contract	
Subjects taught and level	
Extra / Co- Curricular involvement	

Second School Name and Address	
Years from and to	
Type of Contract	
Subjects taught and level	
Extra / Co- Curricular involvement	

Third School Name and Address	
Years from and to	
Type of Contract	
Subjects taught and level	
Extra / Co- Curricular involvement	

Fourth School Name and Address	
Years from and to	
Type of Contract	
Subjects taught and level	
Extra / Co- Curricular involvement	

Other Employment History	
Employer Name and Address	
Years from and to	
Nature of employment	

Chaplain/Teaching Approach and Philosophy

Outline succinctly your approach to and philosophy of teaching

Teacher Induction

Have you completed a process of teacher induction for newly qualified teachers (NQT)?
Give details.

Other Information

Add any other relevant information

DECLARATION AND SIGNATURE

Please sign the form below, certifying that all information you have provided is accurate.

- It is the candidate's responsibility to ensure that all required information is supplied including details of degree and post graduate qualifications and level attained.

Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.

- In the event of you being recommended for this position, the Board of Management is obliged to comply with the terms of current DES circular letters.
- If you are recommended for this position, a vetting disclosure must be made available to the Secretary to the Board of Management when the offer of employment is being made. The Board of Management may withdraw an offer of employment if a satisfactory vetting disclosure is not made available.

- The Board of Management cannot enter into a Contract of Employment without first receiving a vetting disclosure.
- By signing below, you consent to a vetting disclosure, received by the Teaching Council from the Vetting Bureau, being made available to the school in accordance with the requirements of Circular Letter 31/2016.
- You are also required to sign the declaration below certifying that all information you have provided is accurate.
- The Selection Committee may wish to check any of the details you have provided.
- Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.
- I declare that the information supplied in this application form is accurate and true.

Signed: _____

Date: _____

PLEASE NOTE CAREFULLY:

LATE APPLICATIONS WILL NOT BE ACCEPTED

4 completed application forms, addressed to the Secretary B.O.M., should reach the school in hard copy **by post before 12 p.m. on Friday April 11st 2025**. Completed application forms **MUST** be accompanied by Garda Vetting Disclosure, Teaching Council Registration and 2 written references. Candidates should ensure they are available for **Chaplaincy Interviews from Monday May 26th**. Late applications will not be accepted. Shortlisting may apply. Portumna Community School is an equal opportunities employer.

Portumna Community School,

St. Brigid's Road,

Portumna,

Co. Galway. H53 N403