**APPLICATION FORM FOR PRIMARY PRINCIPALSHIP**

**DELETION OF ANY FIELD WILL INVALIDATE THIS APPLICATION**

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| **Applicant’s Personal Details** | | | | | | | |
| **Name (*as per Teaching Council Register*)** |  | | | | | | |
| **Correspondence Address** | | | | **Mobile Phone No** | |  | |
| **Landline No.** | |  | |
| **E-mail Address** (*Please print clearly if completing in handwritten format)* | |  | |
| **Total length of accredited service as a primary teacher in Ireland** | | |  | **Total length of accredited service as a primary teacher in other jurisdictions** | | |  |
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| **Qualification to Teach at Primary Level** | | | | | | | |
| **Qualification(s)** | | **Awarding University, College or Institute** | | | **Final results received:**  **Day/Month/Year** | | |
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| **Teaching Council Registration** | | | | | | | |
| **Registration Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Registered under Regulation** *(please tick as appropriate):*  Regulation 2 (Primary) ❒  Regulation 3 (Montessori and Other Categories) ❒  Regulation 4 (Post-primary) ❒  Regulation 5 (Further Education ❒  **Registration Status:** Full ❒ Conditional ❒  *If conditional, please state the condition(s) and the date by which each condition must be met:*  *Condition 1:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Condition 2:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry Date: \_\_\_\_\_\_\_\_\_\_\_\_\_*  *Condition 3:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry Date: \_\_\_\_\_\_\_\_\_\_\_\_\_*  **Pending:** *If pending, please state the date of submission of application:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **Have you completed the registration condition of Probation?** Yes ❒ No ❒  **If yes in what setting? Mainstream** ❒  **Restricted** ❒ | | | | | | | |

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| **Details of Academic Qualifications –** most recent first  Include under- graduate & post-graduate qualifications. The successful candidate will be asked to present original documents | | | | | | |
| Qualification | | **Awarding University, College or Institute** | | **Length of Course** | **Final results received:**  **Day/Month/Year** | |
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| Teaching experience - most recent first (if necessary expand the section or use additional pages if completing in handwritten format). | | | | | | |
| School Name &  Address | Dates of service  in the school | | Position(s) held | | | Dates |
|  |  | |  | | | From:  To: |
|  |  | |  | | | From:  To: |
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| Post(s) of Responsibility Held *(if any)* – Most recent first | | | |
| School Name | Address | Position(s) held | Dates |
|  |  |  | From:  To: |
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| Additional qualifications e.g. ICT, SEN, Certificate to teach in a multidenominational Context | | | |
| **College(s)** | **Qualification** | **Year of Award** | **Modules Studied** |
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| Other relevant, non-accredited courses – most recent first: | | | |
| **Course Provider** | **Duration and Year of Study** | | **Modules Studied** |
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| Please provide a broad overview of your experience and knowledge of the role of management in a school context *(100 words approx.)* |
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| **Describe what you believe to be the characteristics of an effective school (100 words max)** |
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| **Please outline any preparation you have undertaken within the last five years to prepare you for Principalship (professional development / in-service or other forms of preparation)**  *(100 words approx.)* |
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| **Describe what you believe to be the characteristics of an effective Principal (100 words max)** |
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| **What is your personal vision for the role of principal in Kerry ETB Tahilla Community National School? (100 words max)** |
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| **what strengths or qualities would you bring to this particular post? (100 words max)** |
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| **what is your understanding of the education and training board (ETB) sector and the role it plays in schools? (100 words max)** |
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| **why have you applied to become principal of Kerry ETB Tahilla Community National School? (100 words max)** |
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| Are areas of special interest – curricular /other | |
| Area | Expertise/Experience |
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| Other Relevant employment experience - most recent first | | | |
| Employer/Project | Position | Duties | Dates |
|  |  |  | From:  To: |
|  |  |  | From:  To: |
|  |  |  | From:  To: |
|  |  |  | From:  To: |

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| **Additional information (not already mentioned) to support your application. (150 words max)** |
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| **Names & Contact Details of Referees\*** | | | |
| **Reference 1** | | **Reference 2** | |
| Name |  | Name |  |
| Role |  | Role |  |
| Address |  | Address |  |
| Work Tel Number |  | Work Tel Number |  |
| Home Tel Number |  | Home Tel Number |  |
| Mobile Number |  | Mobile Number |  |
| **Reference 3** | | **Reference 4** | |
| Name |  | Name |  |
| Role |  | Role |  |
| Address |  | Address |  |
| Work Tel Number |  | Work Tel Number |  |
| Home Tel Number |  | Home Tel Number |  |
| Mobile Number |  | Mobile Number |  |

**\*Please Note:**

1. Only those referees who know you in a professional capacity should be included. At least three names should be provided.
2. Close relatives and friends **should not** be listed as referees.
3. As it is probable that referees will have to be contacted outside of school times, it is crucial that phone numbers (preferably mobile numbers) outside of working hours, are given.
4. If the current employer (*where applicable*) is not named as a referee, the Selection Board reserves the right to seek a reference from the current employer.
5. The Selection Board in its sole discretion will determine the suitability of any reference. The Selection Board further reserves the right to seek from a candidate the names of additional referees.

I hereby declare that all the particulars furnished on this application form are true and correct to the best of my knowledge and that I am aware of the qualifications, requirements and particulars for this post, as set out in the advertisement and other relevant documentation.

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicants, please note:**

1. If the advertisement states that electronic applications will be accepted, the Application Form should be emailed to the dedicated email address provided in the advertisement and only to that address.
2. The completed form must arrive at the dedicated email address on or before the date and time stated in the advertisement. Late applications will neither be accepted nor considered.
3. Canvassing will disqualify.
4. **DO NOT**

* enclose/attach a separate letter of application or
* enclose/attach a Curriculum Vitae or
* enclose/attach any certificates.

The successful candidate will be required to present original documents in relation to teaching/other qualifications prior to appointment.

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| ***For office use only*** | ***Received by:*** | ***Date:*** | ***Time:*** |
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