Application forms may be developed by the employer in accordance with the specific requirements of the school and the key competencies identified for the post.

**APPLICATION FORM**

**Please note:**

All questions must be answered.

Do not change the question numbers or sequence.

Boxes may be expanded as required – please comply with maximum word count requirements.

**No letter of application, CV or written reference should accompany this form.**

**APPLICATION FOR THE POST OF PRINCIPAL**

1. **PERSONAL DETAILS**

|  |  |
| --- | --- |
| **First Name:** | **Surname:** |
|  |  |
| **Home Address:** | **Correspondence Address: *(if different)*** |
|  |  |
| **Home Phone Number:** | **Mobile Phone Number:** |
|  |  |
| **Email Address:** |  |

|  |  |  |
| --- | --- | --- |
| **For employer use only:** | **Yes** | **No** |
| Application received by closing date |  |  |
| Teaching Council Registration |  |  |
| Post-Primary Teacher Qualification(s) as per DES Guidelines: |  |  |
| Minimum of 8 year’s teaching service or its equivalent |  |  |

|  |  |  |
| --- | --- | --- |
| Are there any restrictions regarding your employment?*(if you answer Yes, please provide details on separate sheet)* | Yes / No |  |
| Do you require a Work Permit? | Yes / No |  |
| Do you have 8 years teaching service or equivalent? | Yes / No |  |
| Are you registered with the Teaching Council? | Yes / No |   |

*Answer here*

If YES, Teaching Council Registration Number:

*Answer here*

If NO, are you eligible for registration and willing to register?

1. **PRESENT POSITION**

|  |
| --- |
| **Please give details of your current position:** |
| **Organisation:** | **Location:** | **Job Title:** |
|  |  |  |
| **How much notice do you need to give your current employer?** |  |

1. **QUALIFICATIONS**

|  |
| --- |
| **3.1 Primary Degrees/Diplomas**: |
| University/Institute/College: |
| Qualification (Pass/Hons): | Awarding Body: |
| Year of Entry: | Year Qualified: |

|  |
| --- |
| Subjects studied: |
|  |  |
|  |  |

|  |
| --- |
| **3.2 Post Graduate Degrees/Diplomas:** |
| University/Institute/College: |
| Qualification (Pass/Hons): | Awarding Body: |
| Year of Entry: | Year Qualified: |
| Subjects studied: |
|  |  |
|  |  |
| University/Institute/College: |
| Qualification (Pass/Hons): | Awarding Body: |
| Year of Entry: | Year Qualified: |
| Subjects studied: |
|  |  |
|  |  |

|  |
| --- |
| **3.3 Other Skills Training/Courses relevant to this Post:** |
| Year attended | Title of Skills Training | Training Body |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **PROFESSIONAL MANAGEMENT/LEADERSHIP DEVELOPMENT**

|  |
| --- |
| **4.1 Professional Management/Leadership Development:**List any management/leadership courses not included in Section 3 above. Please include dates of the relevant training and duration of these courses as well as additional qualifications. Start with the most recent and work backwards. |
| ***Name of Course*** | ***Name of Organisation/Institution running course*** | ***Length of Course*** | ***Year*** |
|  |  |  |  |
|  |  |  |  |
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|  |
| --- |
| **4.2. What key skills and knowledge have you developed as a result of these courses that are relevant to this position?** |
|   |

1. **TEACHING AND OTHER RELEVANT EXPERIENCE**

|  |
| --- |
| **5.1 Please provide details of your work history beginning with the most recent position:** |
| Dates (From/To) | Name & Address of Employer | Position Held &Whole-time or Part-time | Summary of Main Duties | Reasons for Leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **5.2 Post(s) of Responsibility or equivalent beginning with the most recent position.** |
| Dates From/To | Position (Indicate level ofPosition – eg AP, SDand Post Title) | School or other Institution | Responsibilities |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **5.3 Other relevant experience (ie Social/Business) beginning with the most recent.** |
| DatesFrom/To | Position | School or other Institution | Responsibilities |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**5.4 Outline briefly your three greatest achievements with respect to the above responsibilities:**

**5.5 List, outline dates, any extra-curricular activities in which you are or have been involved (beginning with the most recent):**

**5.6 What aspects of your most recent experience, outlined above, have prepared you for the role of Principal?**

1. **THE ROLE AND FUNCTION OF PRINCIPAL**

A number of key competencies have been identified as being essential for the effective performance of the role and function of Principal.

These competencies are as follows:

* 1. Fundraising
	2. Recruitment
	3. Leadership
	4. Management
	5. Vision Expansion

**Outline an example(s) on the following pages of how and where you have displayed each of these competencies (no more than 300 words per competency). The example(s) may be drawn from your experience in various settings including professional, social, sporting or voluntary.**

**6.1 FUNDRAISING**

Understands that institutional sustainability is core as RaGLA is a donor-based entity.

**6.2 RECRUITMENT**

Demonstrates the ability to recruit and develop a highly skilled team.

**6.3. LEADERSHIP**

To demonstrate the ability to manage the institution’s community including the shareholders and stakeholders.

**6.4. MANAGEMENT**

Demonstrate the ability to develop the policies and procedures for the Institution and effectively managing its resources including the MOODLE Platform and Learner Information System namely Coltech

**6.5. VISION EXPANSION**

Facilitate the goal of establishing a Christian University in expanding the Reaching a Generation Leadership Academy

1. **SUPPORTING STATEMENT**

This section is for you to provide further information in support of your application. You should demonstrate why you have applied for the position and outline any other knowledge/expertise or attributes which you consider pertinent to the role of Principal/Deputy Principal.

1. **REFERENCES**

Please provide names, addresses and position/occupation of two people (other than relatives or friends) with knowledge of you and your work to whom professional reference can be made. One should be your current or most recent employer. [*Please note: your referees may be contacted without further communication with you]*.

***Present or most recent employer:***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & Title:** | **Position Held:** | **Telephone/Mobile:** | **Email:** |
|  |  |  |  |
| **Full address:** |
|  |

***Other referee:***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & Title:** | **Position Held:** | **Telephone/Mobile:** | **Email:** |
|  |  |  |  |
| **Full address:** |
|  |

1. **DECLARATION**

**If this section is not completed, your application will not be considered for processing.**

Have you been investigated by the Gardaí, HSE, or your employer in relation to substantiated complaints made concerning your treatment of children?

YES NO

Were you the subject of any allegation of criminal conduct or wrongdoing towards a minor?

YES NO

Are you aware of any material circumstance in respect of your own conduct which touched/touches on the welfare of a minor?

YES NO

Please note that it is a fundamental term of your employment that you make appropriate full disclosure in respect of the questions outlined above. You should also note that if the school is satisfied, in the future, that you have made an incomplete or inaccurate disclosure, you may face disciplinary action, up to and including dismissal.

The school undertakes that all responses furnished by you in respect of the above questions will be treated as confidential, subject to any reporting obligations which may be imposed on the school, pursuant to “Children First” published by the Department of Children and Youth Affairs, the Child Protection Procedures for Primary and Post-Primary Schools published by the Department of Education and Skills or pursuant to any legal obligation imposed on the school to facilitate the effective investigation of crime.

In the event of your being recommended for appointment to this position the Board of Management is obliged to comply with the terms of current DES Circular Letters.

The Board of Management’s policy is that all newly appointed staff will be vetted and that the outcome of the vetting will be considered in the light of the school’s vetting policy. This applies in respect of appointments to teaching posts, principal and deputy principal positions where the person is not currently an employee of the school and applies irrespective of whether the individual has been previously vetted or not.

1. **DECLARATION AND SIGNATURE**

|  |
| --- |
| * You are 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 |  |

***Completed applications should be returned electronically to arrive no later than March 31st 2022 to: administrator@ragla.org***