



**Application form for the following secondment:**

**Director of Co Donegal Education Centre**

**Name of applicant** \_\_\_\_\_

Completed application forms should be submitted in electronic format by 3pm, July 5<sup>th</sup> 2019 to [recruitmentdedcentre@gmail.com](mailto:recruitmentdedcentre@gmail.com)

- A. If you have a disability which requires reasonable adjustments at the selection interview, or which needs to be taken into account when considering your application please inform Co Donegal Education Centre in advance.
- B. Late or incomplete applications will not be considered.
- C. Receipt of completed application forms will be acknowledged.
- D. Deletion/amendment of any field will invalidate this application.
- E. Only information submitted on the application form will be considered. CVs will not be accepted.
- F. An appointment shall be made under Regulations for the appointment and secondment of Directors to Education Support Centres - SI 394 of 2017
- G. Hardcopies of application forms will not be considered.
- H. Canvassing, either directly or indirectly, will disqualify
- I. Incorrect information supplied in this Application Form will lead to disqualification
- J. Co Donegal Education Centre is an equal opportunities employer.

Office Use Only	Date Received	
	Application Number	

## 1. Personal Details

<b>Name</b>		
<b>Address</b>		
<b>Teaching Council No.</b>		
<b>Education Sector (per Teaching Council Registration)</b>		
<b>Telephone Numbers</b>	<b>Home</b>	<b>Mobile</b>
<b>E-Mail</b>		
<b>Driving Licence (please tick)</b>	<b>Full Licence</b>	<b>Provisional Licence</b>

## 2. Current Employment Status

### 2A Employer/School Details

<b>Employer / School Name</b>	
<b>Address</b>	
<b>Roll Number</b>	
<b>Telephone Number</b>	
<b>Position (Principal, Deputy Principal, Learning Support Teacher, Subject Teacher etc.)</b>	
<b>Category (Primary, Post Primary, Special School)</b>	
<b>Employment Status :</b>	
<b>If Special Duty / Post-holder, please specify duties.</b>	

### 2B Current Secondment Details, if applicable

<b>Organisation / Support Service Name</b>			
<b>Address</b>			
<b>Telephone Number</b>		<b>Email</b>	
<b>Position</b>		<b>Number of Years in this Position</b>	
<b>Brief Description of Position and Duties undertaken:</b>			

**2 C School Inspector details, if applicable**

School Inspector		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please complete the following table			
Position e.g. Primary, Post Primary, Divisional/Senior	Number of years in this position <input type="checkbox"/>		

**3. Competency in Irish: Please indicate by ticking a box as appropriate**

Excellent: <input type="checkbox"/>	Very good: <input type="checkbox"/>	Good: <input type="checkbox"/>	Fair: <input type="checkbox"/>
Please comment on your willingness to work through Irish:			

**4. Competency in the use of digital technologies in a teaching and learning setting: Please indicate by ticking a box as appropriate**

Excellent: <input type="checkbox"/>	Very good: <input type="checkbox"/>	Good: <input type="checkbox"/>	Fair: <input type="checkbox"/>
Please comment on your competency in the use of digital technologies in a teaching and learning setting:			

**5. Qualifications (including post-graduate)**

<b>Year(s)</b>	<b>Title</b>	<b>College</b>	<b>Major Subject(s)</b>	<b>National Framework of Qualifications</b>

**6.1 Employment Experience**

**Responsibilities/Experience to date in teaching posts and, if applicable, in other positions relevant to the post of Director of an Education Centre.**

<b>Year(s)</b>	<b>Duration</b>	<b>Employer</b>	<b>Main Duties and Responsibilities</b>

**6.2 Secondment Experience**

**Responsibilities/Experience to date in secondment posts**

<b>Year(s)</b>	<b>Duration</b>	<b>Seconding Host and name of Programme</b>	<b>Main Duties and Responsibilities</b>

**7. List any professional development courses developed and/or delivered by you**

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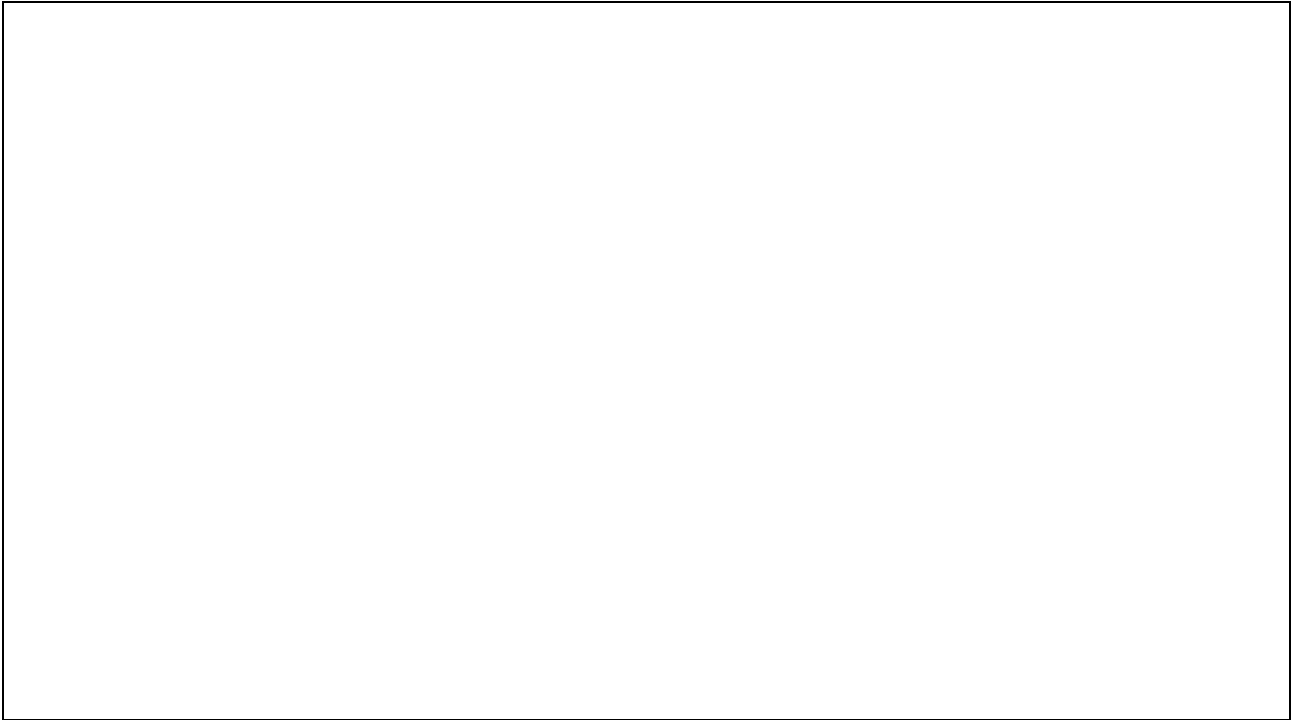
**In responding to questions 8, 9 and 10, below, please use no more than 150 words in each case.**

**8. What attributes can you bring to the role of Director and how will you use these to assist the Centre realise its vision and goals during you time as Director?**

9. Give an example of how you applied leadership skills in the context of your past or current employment which are relevant to the role of Director



**10. Give an example of how you applied management planning and work organisation skills in the context of your past or current employment which are relevant to the role of Director. Please also state how these skills could be applied to the role of Director.**

A large, empty rectangular box with a thin black border, intended for the candidate to write their response to question 10. The box is currently blank.

**11. Details of two people from whom references may be obtained.**

<b>1. Referee's Name</b>	
<b>Position</b>	
<b>Address</b>	
<b>Telephone Number(s)</b>	
<b>E-mail Address</b>	
<b>2. Referee's Name</b>	
<b>Position</b>	
<b>Address</b>	
<b>Telephone Number(s)</b>	
<b>E-mail Address</b>	

Co Donegal Education Centre reserve the right to seek additional referees if deemed appropriate e.g. current or former employers

<b>I hereby certify that all information provided on this application form is true and correct:</b>	
<b>Digital Signature of Applicant:</b>	_____
<b>Date:</b>	_____