**APPLICATION FORM**

**LE CHÉILE SCHOOLS TRUST**

**SCHOOL GOVERNANCE AND LEADERSHIP DEVELOPMENT OFFICER**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed application forms to be returned to:

The Chairperson, Board of Directors, Le Chéile Schools Trust Office, St. Mary’s, Bloomfield Avenue, Donnybrook, Dublin 4.

Closing date for receipt of **five copies** of completed applications:

**11th May 2015 at 5.00 p.m**

**For office use only**

**Date:**

**Time:**

A copy of this Application Form can be downloaded from [www.lecheiletrust.ie](http://www.lecheiletrust.ie)

1. Context and Job Description

Please refer to the Le Chéile Charter and the Job Description before completing this form.

2. Applications

Candidates are asked to forward five hard copies (original plus 4) of the completed Application Form to the Chairperson, Board of Directors, Le Chéile Schools Trust, St. Mary’s, Bloomfield Avenue, Donnybrook, Dublin 4 by 5.00p.m. on 11th May 2015

3. Shortlisting

Candidates may be shortlisted based on the information provided on the Application Form.

4. Curriculum Vitae

It is **not** necessary to submit a Curriculum Vitae. All relevant information may be supplied on the Application Form.

5. Advisory Note

Anything you include in this application may be discussed in more depth at interview

6. Interviews

Provisional date for interviews: Saturday 23rd May 2015

Interviews will be held in Dublin. Applicants called for interview will be expected to attend at their own expense.

7. Le Chéile Schools Trust is an equal opportunities employer.

**1. PERSONAL**

|  |  |
| --- | --- |
| A. Name  |  |
| B. Address  |  |
| C. Telephone (day) |  | Telephone (home) |  |
| D. e-Mail |  |

E. Present position held and where employed

|  |
| --- |
|  |

F. Employment Record

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Position\*** | **Employer** |
|  |  |  |  |
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|  |  |  |  |

**\*Please give a brief description of the responsibilities involved as well as the title of the position.2. ACADEMIC, PROFESSIONAL AND/OR TECHNICAL QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification (and year obtained) | Subjects/description of content | Accrediting Body | Result |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

Please indicate any relevant professional development undertaken by you;

|  |  |  |
| --- | --- | --- |
| Year/date | Programme/Course | Agency |
|  |  |  |

3. The position requires a strong commitment to the values of Catholic education, as outlined in the Le Chéile Charter.

a) Please outline how you think Catholic education and Catholic schools are likely to develop in Ireland

b) State how you personally would like to contribute to this development in the role of School Governance and Leadership Development Officer

c) Indicate why you feel you are equipped to make this contribution

4. The position requires leadership and governance skills in the fulfilment of Patron functions.

 What elements of your own experience in schools or other educational contexts might contribute to supporting school governance and leadership?

5. The position requires skills in developing training programmes with a focus on school governance and leadership in the context of the Le Chéile Charter. Please give a brief statement of your experience and skills in this area. Examples should be specific and relevant to this position.

6. The position requires a wide range of personal skills in communication, facilitation and presentation. This would involve team work, planning, implementation and evaluation.

What elements of your own experience might contribute to working in this area?

7. Additional relevant information you wish to have considered in support of your application.

8. Please supply the names and contact details of two referees, at least one of whom must know you in a professional capacity. In addition, references may be sought from your present/former employers if not listed below:

|  |  |
| --- | --- |
| Name:  |  |
| Address:   |  |
| Telephone/Mobile  |  |
| E-mail  |  |

**How do you know the above person? What is your relationship with this person?**

|  |  |
| --- | --- |
| Name:  |  |
| Address:   |  |
| Telephone/Mobile  |  |
| E-mail  |  |

**How do you know the above person? What is your relationship with this person?**

Do you require prior notice before referees are contacted? Yes No

9. The Le Chéile Schools Trust is obliged to request that you complete the following section.

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

**Place an X in the relevant box**

YES NO

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

**Place an X in the relevant box**

YES NO

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

**Place an X in the relevant box**

YES NO

The Trust 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 Trust.

In the event of you being recommended for appointment to this position, the Le Chéile Schools Trust will refer you for vetting. This applies to all new appointments and applies irrespective of whether the person has been previously vetted or not.

Please note that appointment to the position is subject to the outcome of the vetting process and the Board of Directors’ determination of suitability for employment in the position having regard to the vetting information received. No appointment will be confirmed until the aforementioned steps have been completed.

**10. Ethos**

The Le Chéile Trust wishes to declare that all applications are accepted on the understanding that the candidate has read and supports the vision of the Trust as outlined in the Charter and is prepared to accept the role of School Governance and Leadership Development Officer as outlined in the Job Description.

**I certify to Le Chéile Schools Trust that the information given in this Application Form is true and correct.**

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Data Protection**:

All personal information provided on this application form will be stored securely by the Trust and will be used for the purposes of the recruitment process only. Application forms will be retained for a period of 18 months, and in the case of a successful candidate for the duration of his or her employment and a minimum of two years thereafter. This information will not be disclosed to any third party without your consent, except where necessary to comply with statutory requirements or to provide normal company services. Internally, your information will be kept confidential and only made available as necessary. You may, at any time, make a request for access to the personal information held about you.