**For office use only**

**Date:**

**Time:**

**APPLICATION FORM**

**LE CHÉILE EDUCATION TRUST**

**Chief Executive Officer**

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

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| --- |
| This form must be signed and returned by email to [ceoapplication@lecheiletrust.ie](mailto:ceoapplication@lecheiletrust.ie)    Applications received after 2.00pm on 17th May 2021 will not be considered for processing.  All questions must be answered, and the word count must be observed.  Provisional Date for interviews: early June 2021 |

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, the Job Description and other documents provided, before completing this form.

2. Shortlisting

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

3. Second interview

Candidates may be called for more than one interview or an additional selection procedure.

4. Curriculum Vitae

It is **not** necessary to submit a Curriculum Vitae. All relevant information should 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

It is expected that interviews for this post will take place in mid-May. Interviews will be held in Dublin or online as appropriate in accordance with government health guidelines. Applicants called for interview will be expected to attend at their own expense.

7. Le Chéile Schools Trust acts in accordance with the Equal Status (2002) Act.

8. Data protection

*All personal information provided on this application form will be stored securely by the Trust and will be used for the purpose of the recruitment process. Application forms will be retained for a period of 18 months after the formal announcement of appointment of the successful candidate to the post and in the case of a successful candidate for the duration of his or her employment and a minimum of seven 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 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. Should you wish to make any changes, or erasures, to any information stored about you, please contact the Chairperson of the Board of Directors.*

**1. PERSONAL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A. Name |  | | | |
| B. Address |  | | | |
| C. Mobile: | |  | Telephone (work - optional) |  |
| 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. Start with the most recent employment.2. ACADEMIC, PROFESSIONAL AND/OR TECHNICAL QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification and year obtained** | **Subjects/description of content** | **Accrediting Body** | **Result (Hons/Pass Grade)** |
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Please indicate any relevant professional development undertaken by you;

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

**3. YOU AND THE ROLE**

**Each response should be limited to 300 words**

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1. The role of CEO of Le Chéile Education Trust includes encouraging and supporting the living out of the Charter in the schools and providing opportunities for support, reflection and planning around ethos issues, especially for Principals and other key personnel.   
     
   a) Outline some key actions you would take to support this work  
     
   b) Provide some examples of how your current knowledge, skills and experience would provide evidence of your ability to meet this objective
2. Le Chéile schools have a shared purpose of Welcome, Wisdom and Witness.   
     
   a) Describe how this shared purpose would underpin your vision for the role of CEO.  
     
   b) Outline an example of how you have demonstrated your commitment to Catholic education which gives an indication of your own educational vision and values.
3. The role of Patron encompasses three key areas: ethos, finance and property. Outline examples of how you would support schools in these areas.
4. New structures are currently being put in place to provide a more cohesive voice for Catholic education in Ireland. How do you see Le Chéile’s role in these new structures and what impact might these structures have on the work of the Le Chéile Education Trust into the future?
5. a) Give one example of your experience of leading a team through a planning process to achieve its targets.  
     
   b) What personal qualities did you demonstrate to bring about successful outcomes?
6. Additional relevant information you wish to have considered in support of your application.

**4. REFERENCES**

Please supply the names and contact details of two referees who know you in a professional capacity.

References may be sought from these referees by a member of the Selection Committee and may be shared with other members of the Selection Committee in the event that you are deemed to have scored sufficient marks at interview to be considered an appointable candidate. The references may be used to check the veracity of statements made in the application form and/or at interview.

In the event that your nominated referees are unavailable or that there remains some question as to the veracity or otherwise of statements made on this form or at interview, do you consent that a member of the Selection Committee may seek references from your present/former Principal(s) or employer(s) if not listed below? Such reference(s) to be shared with other members of the Selection Committee.

**Place an X in the relevant box**

###### YES NO

**Please ensure that the referees below will be available to take a telephone call around the proposed date(s) of the interviews.**

4.1 **Professional Referee 1**

Name:

Address:

Telephone/ Mobile:

E-mail:

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

4.2 **Professional Referee 2**

Name:

Address:

Telephone/ Mobile:

Email:

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

If you require prior notice before referees are contacted please circle the word ‘Yes’ here.

**5. DECLARATION**

Le Chéile Schools Trust, as employer, is obliged to request that you complete the following section.

*It is essential that you make appropriate and full disclosure in response to the questions at 5.1, 5.2 and 5.3 below. In the event of an offer of employment being made to you by the Le Chéile Board, this personal declaration will constitute a fundamental term of the contract of employment. If, at any time, it is subsequently established that you have made an incomplete and/or inaccurate disclosure in this declaration, you may face disciplinary action, up to and including dismissal.*

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

**Place an X in the relevant box**

YES NO

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

**Place an X in the relevant box**

YES NO

5.3. 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, 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 Le Chéile Schools Trust’s 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.

**6. 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 Chief Executive Officer as outlined in the Job Description.

**7. Undertaking**

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

**I understand that, if nominated for appointment, I may be required to produce the original certificates of qualifications to the Chairperson of the Board of Directors.**

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