**A.M.D.G.**

**IRISH JESUIT PROVINCE**

**APPLICATION FOR**

**EDUCATION DEVELOPMENT OFFICER**

Jesuit Provincial Offices

Milltown Park

Milltown Road

Dublin D06 V9K7

Ph: 01 4987 333

Mobile: 086 387 4876



Name of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application for Education Development Officer**

Please send this completed application form together with a covering letter stating your reasons for applying for this position and your particular interest and suitability for the appointment.

1. **Personal**

|  |  |
| --- | --- |
| First Name | Surname |
|  |  |
| Home Address | Correspondence Address (if different) |
|  |  |
| Home Phone Number | Mobile Phone Number |
|  |  |
| Email Address |  |
|  |  |
| Present Position | Commencement Date |
|  |  |
| Current Employer | Address of Current Employer |
|  |  |

Are you registered with the Teaching Council - Yes No

If Yes: Teaching Council Registration Number:

Do you have a clean, current driving license? Yes No

1. **Education and Qualifications**

2.1

|  |  |  |
| --- | --- | --- |
| **Secondary Schools Attended** | **Dates** | **Examinations** |
|  |  |  |

2.2 **Primary Degrees/Diplomas**

1. Degrees (Pass/Hons)

University: Year of Graduation:

Degree Subjects:

1. Diplomas (Pass/Hons):

University: Year:

2.3 **Post Graduate Degrees/Diplomas (Pass/Hons):**

Qualifications:

Institution:

Year of Entry: Year of Graduation:

Subjects studied:

2.4 **Other Relevant Qualifications (Pass/Hons):**

2.5 **Qualifications in Irish**:

2.6 **Present or Intended Studies:**

Are you at present engaged in any course of studies? Yes No

If yes, give details:

Do you have immediate plans to undertake further studies?

If yes, give details:

2.7 **Proficiency in Languages (other than English):**

1. **PROFESSIONAL MANAGEMENT/LEADERSHIP DEVELOPMENT**

3.1 List any management/leadership courses not included in Section 2

 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** | **Duration** | **Date(s)** |
|  |  |  |  |

What key skills and knowledge have you developed as a result of these courses and courses listed in Section 2 above that are relevant to this post? (Please fill in)

**4. RECORD OF WORK EXPERIENCE**

(Please ensure that employment record is comprehensive and consecutive, start with most recent employer and work backwards, giving dates and details of any posts of responsibility, and all full time experience. Insert additional space or continue on separate sheet, if required.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates:** From / To | **Employer:**School or Other | **Position:**(include & specify whole time, part-time/eligible part-time) | **Reason for Leaving** |
|  |  |  |  |

1. If you have held a position of responsibility or managed any specific school/educational activity, please detail your personal involvement and specify any development initiative or particular contribution you may have made.
2. Please answer the following questions. Your answers should be clear, specific and no longer than half a page in each case.
3. What, in your view, are the challenges facing Catholic education at present? How should the Church and church organisations (ex the school) position themselves so as to make a meaningful and relevant contribution to Irish society?
4. Staff training and formation are integral elements of this role. What do you see as the specific training and formation needs of staff in Catholic schools at present?
5. What aspects of your own expertise qualify you to address these needs? What insights and strategies have you developed over the years in relation to staff formation?
6. What challenges, if any, do you envisage in this role and what kind of supports might you need?
7. Do you have any comments or reflections to make on the literature that was attached? (The Characteristics of Jesuit Education, Ignatian Pedagogy, Jesuit Education aims to Human Excellence and JESEDU-Rio- 2017 Action Statement).
8. What steps would you take as Education Development Officer to assist Jesuit Schools and places of work in matters of ethos so as they can best reflect and develop the principles contained in the material listed above?
9. **Other experience and skills that would assist you in this role:**

Briefly describe your experience of the following (feel free to use bullet points)

Experience of…

1. Giving training and leading teams.
2. Co-ordinating meetings and facilitating groups
3. Familiarity with legislation, Government regulation and best practice in the educational sector in Ireland?
4. School Boards of Management / school governance issues –
5. Committees/boards (other than schools) –
6. Financial Management and budgetary control
7. Administration
8. Information technology.
9. **Any other information** that would help a selection committee know more about you- interests, social activities and achievement?
10. **Regarding your current employment**: please specify
* Notice period required (1-3 months):
* Present salary (including extra allowances)
1. **Vetting Declaration**

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

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

 **Yes No Place an X in**

 **relevant box**

10.2 Were you the subject of any allegation of criminal conduct or wrong doing towards a minor?

 **Yes No Place an X in**

 **relevant box**

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

 **Yes No Place an X in**

 **Relevant box**

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 Province 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 Province 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.

1. **DECLARATION**

The Patron / Trustees wish to declare that all applications are accepted on the understanding that the candidate read and subscribes to the documents and other selection material enclosed with this Application Form viz. (a) Job Description and Qualities associated with the position (b) *Characteristics of Jesuit Education* and *Ignatian Pedagogy* etc.

The successful candidate will be required to make himself or herself available to undertake an induction programme or to attend subsequent development programmes as requested by the Provincial. (These could be overseas).

**Note**: Short listing may apply. Candidates called to interview will be required to support their application with original documentation and certificates, including a Birth Certificate. Psychometric testing may also apply and the successful candidate will be required to undergo a Medical Examination. Appointment is subject to two satisfactory references.

1. **REFERENCES**

Please supply the names and contact details of two referees, at least one of who must know you in a professional capacity and the other in a position to provide a personal reference for you. In addition, references may be sought from your present / former Principals and / or Chairpersons / Managers if not listed below.

12.1 **Professional Referee**

 Name:

 Address:

 Telephone / Mobile:

 Email:

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

12.2 **Personal Referee**

Names:

Address:

Telephone / Mobile:

Email:

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

1. **Undertaking**

**I certify to the Jesuit Provincial that the information provided herewith is true and correct.**

**I have read and subscribe to the above mentioned documents.**

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

**N.B.**

* **The Selection Committee may be contacting the above named for references.**
* **The Irish Jesuits are an equal opportunities employer.**
* **Sort-listing of candidates may take place.**
* **Candidates may be called for more than one interview.**

***Data Protection: All personal information provided on this application form will be stored securely by the Province and will be used for the purposes of the recruitment process. 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. Should you wish to make any changes, or erasures, to any information stored about you, please contact the Education Delegate.***