

**Temple Carrig School**

***Guidelines for Completion of the Teaching Position***

***Application Form 2020***

Thank you for your interest in working with Temple Carrig School. Please take note of the following, which we hope will assist you in completing your application form.

* Please click the link below to download the application form, which is in Word document format.
* Please read the application form carefully and ensure it is completed as comprehensively as possible and that each section has been filled in. Your application will be assessed on the information you submit on the official form. Therefore, it is important to give clear evidence of your knowledge, skills and experience on your application.
* Care should be taken to provide full and accurate information. Any misstatement could disqualify your application.
* Once completed, save the form using your subject and name as the new file name (eg. irishjohnkelly, englishjoesmyth, etc). If your form is not saved in this way, it will NOT be considered.
* If you are applying to teach multiple subjects, please save a separate form for each subject (eg. irishjohnkelly, historyjohnkelly, etc) and email them separately. We appreciate that this is a small extra hassle, but it’ll guarantee your application is considered for each subject.
* Email the form as a Microsoft Word attachment to teachingjobs2020@templecarrigschool.ie
* The application form MUST be submitted online. Postal applications will not be considered, nor will CV’s, Letters of Application, testimonials, etc.
* When you submit your application, within 48 hours you will receive an email confirmation that it has been received. It is your responsibility to keep this proof of applying and if you don’t receive the email confirmation, please contact the School to investigate the problem.
* Further information regarding Temple Carrig School (such as the Statement of Ethos and other policies) can be obtained on our website, [www.templecarrigschool.ie](http://www.templecarrigschool.ie).
* Take note that the closing date for applications is Friday 3rd April 2020 and make sure your application is submitted in plenty of time. LATE APPLICATIONS WILL NOT BE ACCEPTED.
* Due to the expected high volume of applications, we regret that shortlisting will apply and it simply will not be possible to write to all unsuccessful candidates.
* All appointments will be subject to the terms, conditions and sanction of the Department of Education & Skills. In particular, no appointments will be made until permission is given from the Director of Redeployment.