

Department of Education and Skills

European Schools – Secondary Level Secondment – Application Form

Applicants should read *Secondment of Teachers to the European Schools: Information for Applicants* before completing this application form. Please complete this form clearly, preferably in typed format. Completed forms must be signed. Please submit five copies of your application.

SECTION A: PERSONAL DETAILS

Post applied for: Please give name of school and title of post applied for.		Attach passport photograph
Surname	First name(s)	
Teaching Council Registration Number		
Date of full registration		
Permanent home address	Mailing address	
Telephone	Nationality	
Home	E-mail	
Work		

SECTION B: LANGUAGE SKILLS

Applicants applying for posts in the European Schools should be aware of Article 10.1 of the *Regulations for Members of the Seconded Staff of the European Schools* (available on the European schools website (www.eurisc.eu)) in relation to language competency. Teachers appointed from Ireland will be required to teach in the Anglophone sections of the European Schools.

Applicants, if called to interview, will be interviewed mainly in English.

Applicants for the above posts will be required to undergo an oral language test as part of the interview process in the language of the country in which the school is located (for example, Spanish in the case of the school at Alicante, Italian for the school at Varese etc.) A separate language interview will be held on the same day as the main interview.

Applicants are asked to indicate their level of competence in languages generally as per the Common European Framework of Reference for Languages (CEFR).

Levels: A: Basic user; B: Independent user; C: Proficient user.

Language	A	B	C
Irish			
French			
German			
Italian			
Other (Spanish, Dutch, Italian)....			

SECTION C: ACADEMIC & PROFESSIONAL QUALIFICATIONS

Academic qualifications

Please give details of your academic qualifications in date order.

Full title of degree(s) or qualification(s) held	Grade obtained (e.g. Pass; 2.2; 2.1; 1; etc.)	Give results for each subject taken in final examination	List subjects taken in first and second years of your primary degree	Year in which degree or qualification was obtained	University / college or examining authority

TEFL qualifications

If you have a TEFL qualification, please give the following details. A TEFL qualification is desirable but not essential unless otherwise specified in the requirements for the post.

Details of qualification (diploma, degree, masters' degree, etc.)	Grade obtained	Duration of course leading to qualification (hours, etc.)	Place of study (college, etc.)	Year in which qualification was obtained	Awarding authority

Teaching qualifications

Please give details of your teaching qualifications in date order (as per requirements of the Teaching Council under Teaching Council [Registration] Regulations 2016 revised)

Full title of degree(s) or qualification(s) held	Grade obtained (e.g. Pass; 2.2; 2.1; 1; etc.)	Year in which degree or qualification was obtained	University / college or examining authority

Recognition as a post-primary teacher

Please enclose each of the following with your application form:

1. Evidence of your registration with An Chomhairle Mhúinteoireachta/The Teaching Council as a post-primary teacher.
2. Copy of your primary degree from a recognised third level Higher Education Institution (HEI)
3. Copy of your teaching qualification and/or primary degree from a recognised college of education or recognised university/HEI or other recognised teacher-education provider

SECTION D: EMPLOYMENT RECORD

Please give below, in date order (starting with your current job) details of your employment between the date of leaving college and the present date. No period between these dates should be unaccounted for.

**Status: Please specify if the position was/is permanent [P], contract of indefinite duration– please state relevant number of hours [CID], temporary/fixed term [T], acting [A], or substitute [S]. If your existing contract of employment is for a fixed term, please state the date on which the contract is expected to conclude. Please state the roll number of your current school, if applicable.

Dates			Status** P/CID/T/A/S	Title of post held; description of duties	Name and address of employer
Period in months	From	To			
Reason for leaving					Roll number of recognised school (if relevant)

Dates			Status** P/CID/T/A/S	Title of post held; description of duties	Name and address of employer
Period in months	From	To			
Reason for leaving					Roll number of recognised school (if relevant)

SECTION D: EMPLOYMENT RECORD (continued)

Dates			Status** P/CID/T/A/S	Title of post held; description of duties	Name and address of employer
Period in months	From	To			
Reason for leaving					Roll number of recognised school (if relevant)

Dates			Status** P/CID/T/A/S	Title of post held; description of duties	Name and address of employer
Period in months	From	To			
Reason for leaving					Roll number of recognised school (if relevant)

Dates			Status** P/CID/T/A/S	Title of post held; description of duties	Name and address of employer
Period in months	From	To			
Reason for leaving					Roll number of recognised school (if relevant)

Dates			Status** P/CID/T/A/S	Title of post held; description of duties	Name and address of employer
Period in months	From	To			
Reason for leaving					Roll number of recognised school (if relevant)

SECTION D: EMPLOYMENT RECORD (continued)

Dates			Status** P/CID/T/A/S	Title of post held; description of duties	Name and address of employer
Period in months	From	To			
Reason for leaving					Roll number of recognised school (if relevant)

Dates			Status** P/CID/T/A/S	Title of post held; description of duties	Name and address of employer
Period in months	From	To			
Reason for leaving					Roll number of recognised school (if relevant)

Dates			Status** P/CID/T/A/S	Title of post held; description of duties	Name and address of employer
Period in months	From	To			
Reason for leaving					Roll number of recognised school (if relevant)

Dates			Status** P/CID/T/A/S	Title of post held; description of duties	Name and address of employer
Period in months	From	To			
Reason for leaving					Roll number of recognised school (if relevant)

SECTION E: DETAILS OF TWO REFEREES

Please enclose **two written references**. One of these references should be from your current or most recent employer (for example, from the chairperson or the principal of the school in which you are currently employed). Insert the details of the two referees here. The Department may contact referees following an applicant's interview.

Name	Name
Address	Address
Telephone number	Telephone number
Position	Position
Relationship to applicant (e.g. employer)	Relationship to applicant (e.g. former employer, former school principal, etc.)

SECTION F: DETAILS OF OTHER INTERESTS, HOBBIES, ETC.

--

SECTION G: ANY OTHER RELEVANT INFORMATION (IF NECESSARY)

--

SECTION H: CHECKLIST

Please ensure that you have enclosed the following with your application.

<ol style="list-style-type: none">(1) Evidence of registration with An Chomhairle Mhúinteoireachta/The Teaching Council(2) Copy of your primary degree from a recognised university/HEI(3) Copy of your teaching qualification from a recognised college of education or university/HEI or other provider of teacher education(4) Written reference from your current or most recent employer(5) Written reference from one other person
--

SECTION I: SIGNATURE

Please note that all applications must be signed. Please check that you have completed all sections of the form.

Signature of applicant	Date
-------------------------------	-------------

The main purpose for which the Department requires the personal data provided by you is to assess your application for secondment to the European Schools. The personal data provided may be exchanged with the Interview Panel and the European School to which you have applied.

Full details of the Department's data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/>. Details of this policy and privacy notice are available in hard copy from the address below upon request:

Department of Education and Skills,
International Co-Operation Unit
Marlborough Street,
Dublin 1.
D01 RC96