

**EMPLOYMENT APPLICATION FORM**

I have read and understood Section 5 of the job specification

outlining the Application and Selection process. Yes [ ]  No [ ]

**SECTION 1: PERSONAL DETAILS**

Post Applied For: **Head of Department of Theology and Religious Education**

 Closing Date: **2pm on Friday, 14th October 2022**

Surname: First Name: Title:

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| Do you require a work permit to work in Ireland? | Yes | No |

Correspondence Address:

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| Daytime Contact No: |
| E-mail Address: |

**SECTION 2: EDUCATION**

**Third Level Education:**

Academic, Professional and Technical Qualifications– give details in date order starting with earliest qualification. (***Please include degree classification.)***

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| Dates |   |   |   |   |   |
| From: | To: | Name of College: | Course Taken: | Title of Qualification Obtained Cert, Diploma, Degree etc.  | Degree Classification | Name of Conferring Body: |
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# Additional Courses/Training:

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| Dates | Name of College: | Course Taken: | Title of Qualification obtained: (where applicable) | Name of Awarding Body: |
| From: To | To: |
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**Current Courses Initiated:**

SECTION 3: EMPLOYMENT RECORD

#### Please note all positions held following fulltime education. Start with your current position and work backwards. If necessary, attach a separate A4 sheet. Explain any gaps in employment.

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| From:  | To: | Period in Months:  | POST TITLE: |
| EMPLOYER: (Enter name & address) |  |
| Brief description of duties and responsibilities: |
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| Reason for Leaving:  |

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| From:  | To: | Period in Months:  | POST TITLE: |
| EMPLOYER: (Enter name & address) |  |
| Brief description of duties and responsibilities: |
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| Reason for Leaving: |

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| From:  | To: | Period in Months:  | POST TITLE: |
| EMPLOYER: (Enter name & address) |  |
| Brief description of duties and responsibilities: |
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| Reason for Leaving: |

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| From:  | To: | Period in Months: | POST TITLE: |
| EMPLOYER: (Enter name & address) |  |
| Brief description of duties and responsibilities: |
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| Reason for Leaving: |

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| From:  | To: | Period in Months: | POST TITLE: |
| EMPLOYER: (Enter name & address) |  |
| Brief description of duties and responsibilities: |
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| Reason for Leaving: |

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| --- | --- | --- | --- |
| From:  | To: | Period in Months: | POST TITLE: |
| EMPLOYER: (Enter name & address) |  |
| Brief description of duties and responsibilities: |
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| Reason for Leaving:  |

# SECTION 4: TEACHING AND LEARNING

Please detail your experience, skills and knowledge under the following criteria – Teaching innovation, Development of curriculum or new courses, Development of teaching aids and assessment methods. Try to be as concise as possible without omitting any important information.

 *(Attach separate sheet where necessary)*

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# SECTION 5: RESEARCH PROFILE

**Publications and Conference Presentations**

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| --- | --- | --- | --- |
|   | Published | In Press | In Preparation |
|   | No. | Total pages | No. | Total pages | No. | Total pages |
| Monographs |  |  |  |  |  |  |
| Jointly Authored Books |  |  |  |  |  |  |
| Edited Books |   |   |   |   |   |   |
| Academic Reports |  |  |  |  |  |  |
| Book Chapters |  |  |  |  |  |  |
| Papers in **Peer reviewed** Journals |  |  |  |  |  |  |
| Papers in **Non-Peer reviewed** Journals |   |   |   |   |   |   |
| International Conference Papers |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |

Please provide an itemised list for each of the above categories using a standard bibliographic convention.

# RESEARCH PROFILE cont’d

In the section below, please provide any relevant additional detail e.g. Conference name and location, Dates, Title of Paper(s), Publication title(s), Name of publisher, Peer reviewed etc.

*(Attach separate sheet where necessary)*

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| Supplementary detail: |
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Please provide details of research interests or plans. Where applicable, please include experience in submitting funding requests and successes in securing grant, contract or funding awards.

*(Attach separate sheet where necessary)*

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| **SECTION 6: PROFESSIONAL SERVICE** |
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| Professional Service/Outreach Activity/Service to the Community: |
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**SECTION 7: CANDIDATE CRITERIA**

Please detail your experience, skills and knowledge undertaken under the following criteria. Try to be as concise as possible without omitting any important information.

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| Summary of a minimum of 5 years teaching at third level: |

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| Evidence of a vision for the future development of the Department of Theology and Religious Studies in the context of the College’s mission and strategic plan: |

## SECTION 8: ADDITIONAL INFORMATION

Please give details of any additional achievements, interests or other additional information, which you feel, may support your application.

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Where did you learn of this vacancy?

Notice Period to Current Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# SECTION 9: REFERENCES/TESTIMONIALS

**Successful applicants will be required to provide the names of two people who have consented to be approached for a reference on your behalf, at least one of whom will be your current employer.**

**PLEASE NOTE THAT SHORTLISTING OF APPLICATIONS WILL BE BASED ON THE INFORMATION PROVIDED BY THE CANDIDATE IN THIS APPLICATION FORM**

# SECTION 10: DECLARATION

It is important that you read this Declaration carefully prior to signing.

“I declare that to the best of my knowledge and belief there is nothing in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed by virtue of this appointment. I hereby confirm my irrevocable consent to the College to the making of such enquiries as the College deems necessary in respect of my suitability for the post in respect of which this application is made. I hereby accept and confirm the entitlement of the College to reject my application or to terminate my employment (in the event of a contract of employment having been entered into) if I have omitted to furnish the College with any information relevant to my application or to my continued employment with the College or where I have made any false statement or misrepresentation relevant to this application or my continuing employment with the College.

Furthermore, I hereby declare that all the particulars furnished on this application are true, and that I am aware of the qualifications and particulars for this position. I understand that I may be required to submit documentary evidence in support of any particulars given by me on my Application Form. I understand that any false or misleading information submitted by me will render me liable to automatic disqualification.

FAILURE TO SIGN THIS DECLARATION WILL RENDER THE APPLICATION INVALID

SIGNATURE: DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Data Privacy Notice**

**Recruitment and Selection**

MIC collects and processes personal data relating to job applicants as part of its recruitment process. This data is treated with the highest standards of security and confidentiality in accordance with the General Data Protection Regulations (GDPR).  Data may be contained in application forms or CVs submitted by you, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We will only seek information from third parties, such as referees and An Garda Síochána, if your application is successful and we will inform you that we are doing so.  Your information may be shared for the purposes of the recruitment exercise with members of the HR team, interviewers involved in the recruitment process, managers in the department with a vacancy and IT staff if access to the data is necessary for the performance of their roles.  Your data will be stored on your application record, in HR management systems and on other IT systems (including email).  If your application is unsuccessful, MIC will keep your personal data on file in accordance with its records retention schedule.  If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources and payroll files (electronic and paper based) and retained during your employment and in accordance with the MIC records retention schedule.

For further information on how MIC organises and administers information in compliance with statutory requirements such as the Freedom of Information Act and the GDPR visit the Information Compliance section of our website <https://www.mic.ul.ie/about-mic/information-compliance>

I consent to my data being processed in accordance with this data privacy notice.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_