

NOTES
regarding the completion of the
Application Form for Primary Principalship

Please do not complete this application form until you have read these notes, as insufficiently completed applications will not be considered.

1. The application form may be typed or written clearly in black ink (not black marker), using **BLOCK CAPITALS**.
2. It is essential that the Application Form is completed in full and provides comprehensive details of educational and employment history.
3. Curriculum Vitae will not be accepted as a valid application – the official Application Form must be completed.
4. Copy documentation to support educational and professional qualifications must be attached to Application Form. The successful candidate will be required to produce the original documents.
5. Ensure that the completed Application Form reaches the Chairperson of the Board of Management not later than the specified closing date. Applications received after this date will not be considered.
6. The Board of Management is an equal opportunity employer. The Board of Management complies with employment equality legislation.
7. Applicants should inform the Chairperson of the Board of Management immediately if their address for correspondence changes.
8. Canvassing will disqualify.

Please return completed application form to:

**Chairperson,
Board of Management,**

_____ N.S.

BEFORE: _____ pm on _____