



Dear Applicant,

Thank you for your interest in the Deputy Principal position in Mercy Secondary School Mounthawk.

Attached is the Application Form and other documents.

Below are some guidelines in relation to applying for the post.

- The Application Form must be TYPED. Handwritten forms will not be accepted.
- The Application Form must be typed in Arial font size 12.
- The total number of pages (including this cover sheet but EXCLUDING the checklist and the notes pages) should not exceed 18.
- No letter of application or CV should accompany the form.
- All questions must be fully answered.
- Do not change the question numbers or sequence.
- Boxes may be expanded as required.
- Closing date for receipt of completed application forms is no later than 12 noon on the 14/08/2020. To be eligible for shortlisting it is the candidate's responsibility to ensure the application form is emailed to applicationsdp@mercymounthawk.ie before this time and date.
- Once completed, save the form in Word format using your name as the new file name e.g. Jane Murphy.
- Mercy Secondary School Mounthawk is an equal opportunities employer.
- Shortlisting of candidates may apply.
- Canvassing will automatically disqualify.
- A physically signed hardcopy of the application form will be required if shortlisted.

Regards,

Mercy Secondary School Mounthawk