



St. Angela's College, Sligo
Coláiste San Aingeal, Sligeach
A College of NUI Galway

Centre for Special Educational Needs, Inclusion and Diversity

Certificate in Special Educational Needs for SNAs 2017-18

Application Form

- Please complete using black ink and block capitals.
- Please complete all sections of the application form where relevant by **Wednesday 1st of March 2017**

and return to:

Maxine Gilmartin

Education Department Administrator

St Angela's College

Lough Gill

Sligo

- Please include a postal order for an application fee of €25 with this application.
- Please detach and retain Appendix 1 and 2 for your information.

SECTION A

Background Information

Surname Forenames

Maiden Name Nationality (on passport)

Country of Birth County of Birth (if Irish)

Country of previous permanent residence.....

County of previous permanent residence (not birth)

Years resident in Ireland (if born outside Ireland).....

Date of Birth

PPS Number Male/Female

Correspondence Address (please ensure you are contactable here)

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Telephone No: Work Phone Mobile:

*Email:

*** You must supply an email address for registration purposes**

Current Student: Yes / No - if yes student number:

Previous Student: Yes / No – if yes, student number:

SECTION B

Second Level Education

School Attended

Year

Level of Certification

SECTION C

1. Other Education Awards, if any (e.g. FETAC Level 5)

Title

Year Grade Awarded by

(Continue on a separate sheet if necessary)

2. Primary Degree/Title/Award, if any

College Attended Dates

Awarding Body

Award Level (state overall honours or grade levels)

3. Postgraduate Qualification, if any (e.g. Diploma)

Title

Year Grade Awarded by

SECTION D

Employment Record

Please list appointments held in order of **most** recent, briefly describing the nature of the work undertaken, if relevant to your application. (Continue on a separate sheet if necessary)

Dates From	To	Employer	Job Title

SECTION E

Relevant Experience

Please provide details of any experience (work, volunteering, projects, etc.) that you have gained which you think is particularly relevant for the specific programme for which you are applying.

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SECTION F
School Details

PLEASE COMPLETE IF IN A POSITION AS A SPECIAL NEEDS ASSISTANT

Principal: School:

School Roll No.: Telephone No.:

Email:

School Address:

Please indicate;

Primary School Special School

Special Class/Unit Post-Primary

Are you a SNA sanctioned by the Department of Education and Skills?

Yes No

When processing applications first preference is given to those who are in a position as a Special Needs Assistant (SNA) in a Department of Education and Skills (DES) recognised primary, post-primary or special school.

SECTION G

Supplementary Information

Outline your reasons for doing the course and your understanding of the demands that this course will make on you, and what steps you intend to take to overcome.

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SECTION H:

The Certificate Course may be held in more than one Education Centre depending on demand. Please rank in order of preference the Centre that would be your first choice to your last choice. Please note you may not be offered a place in your first preference Education Centre.

Education Centre	Preference Ranked 1 to 5	(1 being your first choice)
Carrick on Shannon Education Centre.....	<input type="checkbox"/>	
Donegal Education Centre.....	<input type="checkbox"/>	
Mayo Education Centre.....	<input type="checkbox"/>	
Monaghan Education Centre.....	<input type="checkbox"/>	
Sligo Education Centre.....	<input type="checkbox"/>	

SECTION I:

How did you learn about the course? Please tick (v) relevant response

Local Radio	Local Newspaper (state which).....
From a friend	From a colleague
Work	Social Media
Other (please specify).....	

SECTION J:

I acknowledge that the particulars given in relation to this application are in all respects true.

SIGNATURE **DATE**

CHECKLIST:

Before submitting this application, please ensure that you have satisfied the requirements listed below

Incomplete entries will not be considered

- 1. Fully completed Application Form**
- 2. International English Language Testing System (IELTS) or Test of English as a Foreign Language (TOEFL) Certificate(s) for applicants whose first language is not English**
- 3. Application fee of €25.00 (cheque/postal order to be made payable to St. Angela's College)**

Appendix 1
College Procedures (Please detach and retain for your information)

- You will be sent a letter confirming that you have a place or otherwise in early May.
- You must decline or accept this offer on or before the 1st of June 2017.
- If you accept this offer you will be asked to pay a €350 deposit with your acceptance on the 1st of June 2017 in order to secure your place.
- The remaining €350 of the total course fee of €700 is payable on or before the 8th of September 2017.
- When processing applications first preference is given to those who have previously made an application and have paid €25 application fee, followed by those who are in a position as a Special Needs Assistant (SNA) in a Department of Education and Skills (DES) recognised primary, post-primary or special school. You may be offered a place if either of the criteria above do not apply to you.
- You may be offered a place in a centre that was not your first choice.
- You will receive an email to your personal email address from the Registrar's office in August requesting that you;
 - Register on the course
 - Send in two signed passport photos for a student card
 - Set up your College Email account
 - You will be advised as to the payment methods for the course fees on Registration.
- Please direct all queries regarding Registration and student cards to the Registrar's Office, skelly@stangelas.nuigalway.ie or 071 9195512.
- Full fees must be paid prior to the commencement of the course. Please contact the Finance Office with any queries regarding payment of fees 071 9195524.
- Once you have been sent information on procedures for Registration all correspondence will be to your college email address.
- You must check College Email regularly for updates and information.
- Course co-ordinators

Ailbhe O' Halloran
aohalloran@stangelas.nuigalway.ie

Participants

Carrick on Shannon
Donegal
Sligo

Miriam Colum
mcolum@stangelas.nuigalway.ie

Participants

Mayo
Monaghan

- Course Administrator: Maxine Gilmartin mgilmartin@stangleas.nuigalway.ie

Appendix 2

Key Dates (Please detach and retain for your information)

May 2017	Letter of offer or otherwise
June 1st 2017	Deposit of €350 to be paid
August 2017	Email from Registrar's Office regarding registration for course
September 8th 2017	Remaining €350 of total course fee to be paid
September 9th 2017	Commencement of course in Education Centre