

**For Office Use Only:** Date rec: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date approved: \_\_\_\_\_

Ack: \_\_\_\_\_ Interview Date: \_\_\_\_\_ Interview time: \_\_\_\_\_

Offer Date: \_\_\_\_\_ Reply Date: \_\_\_\_\_ Acceptance Date: \_\_\_\_\_



## PONTIFICAL UNIVERSITY, St Patrick's College, Maynooth

### Application Form Course Code: MU207

If you are, or have been registered at St Patrick's College Maynooth prior to this application, please write your student number in the space provided:

Please tick the course for which you are applying

**Diploma in Pastoral Theology**     **Higher Diploma in Pastoral Theology**   
**Higher Diploma Healthcare Chaplaincy**

Please complete this form in **BLOCK LETTERS** using **BLACK** ink. Please read carefully the notes on the last page of the form, and ensure that you submit, or arrange to have submitted, supporting documentation as specified in these notes.

1. **Surname** (as on birth certificate): \_\_\_\_\_

2. **Alternative surname** (if applicable): \_\_\_\_\_

3. **First names** (as on birth certificate): \_\_\_\_\_

4. **Title:** Miss  Ms  Mr  Revd  Sr  Other \_\_\_\_\_

5. **Date of birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_      6. **Nationality:** \_\_\_\_\_  
Day    Month    Year

7. **Place of birth:** \_\_\_\_\_      8. **Country of birth:** \_\_\_\_\_

9. **Sex:** (tick as appropriate)       Male       Female

10. **Home address:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_      Tel: (h) \_\_\_\_\_  
Tel: (m) \_\_\_\_\_  
Email: \_\_\_\_\_

11. **Ecclesiastical status. Tick appropriate box**

- Lay person
- Diocesan priest       Name of diocese: \_\_\_\_\_
- Religious priest
- Religious brother
- Religious sister       Name of order, congregation etc. \_\_\_\_\_
- Other
- Secular Institute       Name of institute: \_\_\_\_\_

12. Have you previously applied for admission to the University?:  Yes  No

If yes, please give details of the year of application, the course to which admission was sought and the University's decision:

\_\_\_\_\_

**13. Third-level education – primary degree**

(see note (a) on page 5)

Institution attended: \_\_\_\_\_

Period of attendance: From: \_\_\_\_\_ To: \_\_\_\_\_

Course Title: \_\_\_\_\_

Subjects studied in each year: \_\_\_\_\_  
(e.g. Theology; English; History etc)

Length of course: \_\_\_\_\_

Full-time or part-time: \_\_\_\_\_

Level/class of award: \_\_\_\_\_  
(e.g. pass, second-class honours, merit, distinction, etc.)

Name of awarding body: \_\_\_\_\_

Date of award: \_\_\_\_\_

**14. Third-level education – other qualifications**

(see note (a) on page 5)

Institution attended: \_\_\_\_\_

Period of attendance: From: \_\_\_\_\_ To: \_\_\_\_\_

Course Title: \_\_\_\_\_

Subjects studied in each year: \_\_\_\_\_  
(e.g. Theology; English; History etc)

Length of course: \_\_\_\_\_

Full-time or part-time: \_\_\_\_\_

Level/class of award: \_\_\_\_\_  
(e.g. pass, second-class honours, merit, distinction, etc)

Name of awarding body: \_\_\_\_\_

Date of award: \_\_\_\_\_

15. **Other courses, programmes, activities, events, undertaken for the purposes of Continuous Professional Development in knowledge and skills:**

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16. **Professional experience:**

*(Please provide details in reverse chronological order, and include the nature and duration of the work, the level of responsibility and the full names and addresses of employers. If there is insufficient room, attach details on an additional sheet.)*

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17. **If you have any background in Pastoral Practice (pastoral care of ministry) or Pastoral Theology, other than above please provide details below:** *(Please provide details in reverse chronological order, and include the nature and duration of the work, the level of responsibility and the full names and addresses of employers. If there is insufficient room, attach details on an additional sheet.)*

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18. **Please indicate where you first heard about the Pastoral Theology programme:**

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19. **Language**

Is your first language English? Yes  No

Were you taught in English at school/university? Yes  No

If yes, for how many years: \_\_\_\_\_

If English is not your first language, have you taken an English Language Examination? Yes  No

If yes please give details:

| Date | Name of Testing System | Overall Score |
|------|------------------------|---------------|
|      |                        |               |

**20. Fee Status**

In order for us to assess your fee status, please provide the following information:

Country of permanent residence: \_\_\_\_\_  
In which country are you currently living: \_\_\_\_\_

If you are an EU national or have the right to live in an EU country, but have lived outside of the EU for any period over the last five years (other than holidays), please list your periods of residence outside the EU and the purpose of stay [e.g. work, education]

| From: | To: | Country | Purpose |
|-------|-----|---------|---------|
|       |     |         |         |
|       |     |         |         |
|       |     |         |         |

**21. Funding (for applicants residing outside the EU):**

It is entirely necessary now under Irish Government regulations to have all fees paid prior to submitting one’s application for a study visa to any Irish Embassy abroad. However, if it is the case that an Irish agency or missionary society are remitting fees on a student’s behalf, the University will accept a written assurance from them which should enable visa application to proceed satisfactorily.

Please tell us how you are planning to fund your tuition fees and living expenses for the duration of your study by indicating which of the following sources will be providing the majority of your funds (tick as appropriate):

- Your own means
- Your family
- Your employer
- Your Diocese or Provincial
- A Grant-awarding Body (please specify) \_\_\_\_\_
- Other (please specify) \_\_\_\_\_

**22. Placement Site / Teaching Parish Placements:**

The placement component of the programme takes place from Sunday to Wednesday in a community-based or clinical setting, depending on your programme. Usually the College will organise the placement site.

For Clinical Setting:

The placement site for the healthcare chaplaincy programme is Tallaght University Hospital, Dublin.

For Teaching Parish (community-based) Setting:

Do you have a placement site in mind? Yes  No   
If yes, what is the name/address of the site? \_\_\_\_\_  
If no, what would be your preference: Urban  Rural

**23. Do you hold a full current driving licence?**

- Yes  No
- If yes, are you licenced to drive in Ireland? Yes  No
- Do you have your own car/have access to a car? Yes  No

**24. Recommendations**

**a. Academic Referee:**

Name: \_\_\_\_\_ Tel. \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

**b. Local Parish Priest:**

Name: \_\_\_\_\_ Tel. \_\_\_\_\_

Address: \_\_\_\_\_

**c. Other Pastoral Ministry Referee (as relevant, e.g. if you are involved in voluntary work)**

Name: \_\_\_\_\_ Tel. \_\_\_\_\_

Address: \_\_\_\_\_

Job Title/Role: \_\_\_\_\_

**25.** Write a short essay – (1,000 words approx), outlining why you are applying for this course and your understanding of pastoral ministry. Identify knowledge and skills you have developed relevant to pastoral ministry. Attach your essay to this Application Form.

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The University reserves the right not to consider applications, and to cancel any offers of places, where requested information has not been supplied or where falsified or misleading information has been supplied.

If I have a criminal conviction(s) I have complied with the requirements as set out in the University's policy for applicants with criminal convictions at: <http://www.maynoothcollege.ie/prospective/convictions.shtml>

**You must tick the box to agree:**

**Signature of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**The following documents must be submitted to complete the application:**

- a. **Certified copies of official transcripts of results for all qualifications listed to be sent along with the application form (not applicable to graduates of Faculty of Theology, Pontifical University, St Patrick's College, Maynooth).**
- b. **A recommendation from an academic referee, a local parish priest and a pastoral referee (if relevant) to be sent by the referees directly to the Admissions Office, on or before the application deadline.**
- c. **In the case of Roman Catholic priests and religious, a letter of recommendation from the Bishop or Religious Superior, on or before the application deadline.**
- d. **Please submit THREE HARD COPIES of your complete application (ie application form plus documents). Check website for closing date.**

All correspondence to be sent to: Admissions Office, Pontifical University, St Patrick's College, Maynooth, Co. Kildare, Ireland

**Please note that an individual and a group interview will form part of the application process**



## Notes in relation to the application process

### Application Process:

There are 3 stages in the application process for a place on the programme

#### Stage 1:

##### Application form

Applicants must complete the application form and return it to the Admissions Office, Pontifical University, St Patrick's College, Maynooth, Co. Kildare, Ireland. Please check website for closing date.

In order for stage 1 of the application process to be complete, a letter of Recommendation must be sent directly from an academic referee, a local parish priest and a pastoral ministry referee (as relevant) to the Admissions Office. An official statement of academic studies completed and grades obtained must be sent directly from the relevant institution(s) to the Admissions Office.

#### Stage 2:

##### Interview

All applicants are interviewed by members of the Pastoral Theology Department and Faculty. The interview normally takes approximately 30 – 40 minute. Applicants will also be requested to attend a group interview/session on the same day. Applicants who are successful at the interview stage of the application process will be notified.

#### Stage 3:

##### Garda Clearance and Placement

Successful applicants will need to complete the necessary forms in relation to both *Garda Clearance* and *Placements* so that placements can begin unimpeded at the beginning of the academic year. Information about these forms will be provided by the university to the applicant.

In relation to Garda Clearance, candidates who have spent more than 36 months (cumulatively) abroad since the age of 18 will be required to obtain an **original Police Clearance Certificate** from **each country** in which they resided. Candidates will need to apply for the Police Clearance Certificates as soon as they have been accepted to prevent delays in the vetting process. However, in instances where vetting applicants have resided in countries of political turmoil, war, or other such disasters, we will on a case by case basis, accept a sworn Affidavit.

Where an applicant has to wait for primary degree results an offer may be made pending these results.



# Higher Diploma / Diploma in Pastoral Theology Higher Diploma in Healthcare Chaplaincy

## GENERAL GUIDELINES FOR REFEREES

Please supply a written reference for: \_\_\_\_\_ (name of applicant)

The applicant has applied for a place on one of the above programmes in the Theology Faculty, Pontifical University, St Patrick's College, Maynooth, Co Kildare, Ireland. **In your reference please present your opinion of the applicant's suitability for the course.** Please return your reference to the Admissions Officer, Pontifical University, St Patrick's College, Maynooth, Co Kildare, Ireland. (Guidelines for reference below):

### Knowledge of the Applicant

- How long have you known the applicant? In what capacity?

### Academic Suitability

- Academic studies to date of which you are aware.
- Possible potential and suitability of the applicant for future studies.
- General level of ability: honours or pass?
- Do the academic achievements of the applicant give a true reflection of their work to this time?
- The applicant's commitment to work.
- Any initiatives the applicant may have taken in the capacity in which you have known them.

### Pastoral Suitability

- Present performance that you are aware of in pastoral situations.
- Future potential
- Observation of boundaries
- Initiative and creativity
- Accountability
- Punctuality
- Team work

### Personal Qualities

- Leadership qualities
- Professional approach
- Social skills
- Motivation
- Personal factors – creativity, independence of thought etc.
- Personal expression and presentation: oral and written

- **Other information you may think is relevant**
- **Please sign the reference, indicating your title and position.**



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