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| **TEACHING POST APPLICATION FORM** **Teaching Post Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ref No: \_\_\_\_\_\_\_\_****School/Centre: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Completed application forms will only be accepted via email to jobs@kerryetb.ie. No CVs only official application form will be accepted.**Please note that all areas of the application form must be fully completed giving as much detail as possible of your skills, abilities experience relating to this post application as shortlisting will be based on the information gathered from this form.**All sections must be completed in full and typed (The form will expand to accommodate the text you enter). |

**For office use only**

**Qualifications checked from Teaching Council Certificate and qualified for post as advertised: Yes/No**

**Post Primary: 󠄡 Yes/No**

**Further Ed: Yes/No**

**Signed:**

**Date:**

|  |  |
| --- | --- |
| **Surname:** |  |
| **First Name(s):** |  |
| **Home Address:** |  |
| **Contact Details:** | **Work:****Home:****Mobile:****E-mail:** |

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| **Teaching Council Registration Number:** |  |
| **Teaching Council Registration** **Please Tick** | **Post Primary**  **Further Ed**  |
| **Registration valid until (date):** |  |
| **Subjects Qualified to Teach (as verified by Teaching Council):** |  |
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| **Ability/willingness to teach through Irish?** | **YES** | **NO** |

 **I have attached the following:**

 Teaching Council Confirmation of Registration Form Yes No

 If not attached please indicate reason:

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| **Are you currently on career break?** |  |
| **Have you availed of the Incentivised Scheme for Early retirement (ISER)?** |  |
| **Are you in receipt of a Civil or Public Service Pension?** |  |
| **Have you retired from Teaching Service?** | Yes |  | No |  | If retired under Strand 1 or 2 please specify: |

1. **Current or Most Recent Appointment**

Yes:  No: 

**Are you currently employed by Kerry ETB?**

**If yes, complete section (a) below**

 **If no, complete section (b) below**

1. **Current employees of Kerry ETB**

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| **Department/school/ adult education centre/programme** | **Title of Post** |
|  |  |
| **Nature of work including subjects and levels taught** | **Starting date** |
|  |  |

1. **External applicants - where you work now, or your last job**

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| **Employer’s name** |  |
| **Employer’s address** |  |
| **Starting date** |  |
| **Position held and nature of work** |  |
| **Leaving date (if applicable)** |  |
| **Current Annual Salary** |  |
| **When could you be available for work, or what notice period is required by your current employer?** |
|  |
| **Reason for leaving if no longer employed?** |
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 **Are there any restrictions on your right to work in Ireland**

 **Yes: No:**

**If yes, please give details:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4. Previous Appointments**

 **Please list all your previous appointments. This should also include voluntary and temporary work. Continue on a separate sheet if necessary.**

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| --- | --- | --- | --- | --- |
| **Dates employed to/from** | **Name & address****of School/Centre / Organisation** | **Position held & contract type (PWT/ CID/TWT/PRCT/PT) (Please state hours)** | **Nature of work including subjects & levels taught** | **Reason for****leaving** |
|       |       |       |  |       |
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1. **Details of Qualifications**

**You are requested to submit copies of your Degree and H. Dip. parchments and transcripts with this application form.**

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| **Title of Degree**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Year Obtained: \_\_\_\_\_\_\_\_\_\_\_\_\_ Pass Honours  |
| **Subjects Taken** |
| **First Year Subjects** | **Results** | **Final Year Subjects** | **Results** |
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| Duration of Course of Study 2 yrs 3 yrs 4 yrs other (please specify)Please specify whether full-time part-time study |
| **Higher Diploma in Education (or equivalent)**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Year Obtained: \_\_\_\_\_\_\_\_\_\_\_\_\_ Pass Honours  |
| **Other Qualifications held** | **Course Title** | **Year of Award** | **Pass or Honours** | **College** |
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| **Any other information in regard to qualifications:** |
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| **Inservice / Continuous Professional Development Courses** |
| **Dates** | **Title of Course** | **Name of Organisers** | **Nature of Award** |
| **From** | **To** |  |  |  |
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1. **Any further information of relevance (Achievements, Interests, Membership of Organisations, etc)**

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**please provide details of proficiency you may have (oral and/or written) in languages other than english**

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**Have you completed the Child First Mandated Persons Training**

**Please Tick**

**Yes:  No: **

1. **How you meet the selection criteria**

**Drawing upon your experience, skills, abilities and qualifications explain how you meet each of the selection criteria, addressing each one in turn using appropriate headings**

 **Please try and limit your response to no more than four A4 pages.**

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| 1. **Professional Development:**
 |
| 1. **Knowledge of Subject Matter:**
 |
| 1. **Teaching Ability/Competence:**
 |
| 1. **Class Room Management Skills:**
 |
| 1. **Planning/Organisational Skills:**
 |
| 1. **Interpersonal Skills:**
 |
| 1. **Information Handling including ICT in Teaching and Learning:**
 |
| 1. **Commitment to Kerry ETB Core Values Respect, Quality, Equality: Inclusion &**

**Excellence in Learning:** |

1. **Details of Referees**

Please give the names and addresses of two referees from whom Kerry ETB can request references on your behalf **prior** to interview. One should be a recent employer. Both referees should have been in a position of responsibility within the employing organisation(s). They must not be related to you, or be known to you only as a friend. If you are unable to provide these please give details of someone who knows you in other than a personal capacity and who is prepared to provide a reference for you.

[Please note: your referees will be contacted without further communication with you and prior to interview if shortlisted for interview].

|  |  |
| --- | --- |
| **1st Referee** | **2nd Referee** |
| **Name:** |  | **Name:** |  |
| **Organisation Name & Address:** | **Organisation Name & Address:** |
|  |  |
| **Telephone No./Ext & Email Address:** | **Telephone No./Ext & Email Address:** |
|  |  |
| **Position Held:** |  | **Position Held:** |  |
| **Your work connection with this referee:** | **Your work connection with this referee:** |
|  |  |
| **If you were known by another name when employed please specify:** | **If you were known by another name when employed please specify:** |
|  |  |
| **Dates of employment to/from (if applicable)** | **Dates of employment to/from (if applicable)** |
|  |  |

1. **Declaration**

**Please read before signing this application form**

The accuracy of information provided may be checked with other organisations. Provision of false or misleading information may amount to a criminal offence. Kerry ETB may obtain from or provide information to third parties for the purposes of the detection and prevention of crime.

The organisation may data match information it holds about its employees for the prevention and detection of crime.

I declare that the information I have provided is true and accurate and that I have not omitted any material facts. I accept that the offer of employment is conditional on the provision by me of true, accurate information with no material omissions.

I give my consent to Kerry ETB making such reasonable enquiries as it sees fit in respect of my application.

I accept that once I have commenced employment, Kerry ETB will be entitled to terminate my contract without notice or withdraw the offer of employment if information in this application is untrue or inaccurate or if there are material omissions from it.

Before signing this form, please ensure that you have replied fully to all questions asked.

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| **Signature** | **Date** |
|  |  |

**Kerry Education & Training Board services Gaeltacht areas.**

**Cuirfear fáilte roimh chomh fhreagras I nGaeilge.**

**Garda Vetting of successful candidates will take place prior to offer of employment.**

**Canvassing will automatically disqualify.**

**Short-listing will take place on the basis of the information provided in the application form. Depending on the qualifications and experience of applicants, short-listing thresholds may be significantly higher than the minimum standards set out.**

**Kerry Education & Training Board is an equal opportunities employer.**

*“Building your future”*