



Illuminate Love Serve

Kildare Town Community School

Application for Teaching Post 2025-2026

Name:	
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Post being applied for:	
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(NB: A separate application must be made for each post)

Teaching Council Number <i>(Please enclose proof of Registration)</i>	
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Subjects registered to teach by the Teaching Council	
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Are you currently Garda Vetted? (Provide Details)	Yes / No (Please circle as appropriate) Date of most recent Garda Vetting:
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1. PERSONAL /CONTACT DETAILS:

First Name:

Surname:

Correspondence Address:

Telephone (Home):

Telephone (Mobile):

Email:

Teaching Council Registration Number:

(Registration with the Teaching Council is a requirement for this post).

Subjects Registered by the Teaching Council:

PLEASE ENCLOSE PROOF OF REGISTRATION.

I hereby certify that all information provided on this application form is true and correct:

Signature of Applicant: _____ Date: _____

2. Qualifications:

	Title of Qualification (eg. B.A / B.)Sc)	Level of Award	University / College attended	Period of Attendance		
				From	To	
Primary Degree						Final Year Subject(s)

						3 rd Year Subject(s)
						2 nd Year Subject(s)
						1 st Year Subject(s)

Post Graduate Degrees						Subject(s) _____ _____ _____
P.D.E / P.G.D.E						Teaching Practice Grade:
Other Relevant Qualifications						

3. Teaching Experience:

Please list any relevant experience (starting with the most recent).

From	To	School / Employer	Nature of the Post: <i>(PWT/RPT, No. of hours per week etc.)</i>	Subjects and levels taught.

4. Other Relevant Experience: (CPD, SEC and other relevant experience).

Date	Duration	Content / Nature of the experience

5. Knowledge, Understanding and Capacity to meet the needs of this position:

Summarise your experience / key achievements to date under this heading and give examples which demonstrate your competency.

6. Capacity to contribute to the overall development of the school.

Summarise your experience / key achievements to date in this area and give examples which demonstrate your competency.

7. Interpersonal and Communication Skills

Summarise your experience / key achievements to date in this area and give examples which demonstrate your competency.

8. Extra-Curricular Interests

List Co-Curricular and Extra-Curricular Activities which you have been involved in and would like to promote:

9. Use this space to include any additional information which you wish to bring to the attention of the Selection Committee:

10. Referees /References

Please give details of two people from whom professional references about your suitability for the position can be obtained. It is recommended that one of these should be linked to your current, or most recent, teaching experience. Kildare Town Community School reserve the right to seek alternative references during the processing of your application.

Referee 1.

Name:

Position Held:

Organisation Name and Address:

Work Telephone Number:

Mobile Telephone Number:

Email:

Referee 2.

Name:

Position Held:

Organisation Name and Address:

Work Telephone Number:

Mobile Telephone Number:

Email:

DECLARATIONS:

I certify that the information provided herewith is true and correct.
(Yes / No)

I understand that should any of the information provided in this application be found to be false or inaccurate in any material way, the Board of Management reserves the right to disqualify this application or withdraw any offer of employment made. I also note that if the Board of Management finds in the future, that I have made an incomplete or inaccurate disclosure, I may face disciplinary action, up to and including dismissal.

Signed: _____

Date: _____

Note regarding Garda Vetting

Thank you for your interest in being considered for teaching vacancies which may arise in the school for 2025-2026

As you may be aware it is now a requirement that school authorities receive a Garda Vetting disclosure from the National Vetting Unit before any new appointment can be made.

Consequently I advise that you ensure that you are Garda Vetted through the Teaching Council. The following secure email can be used to share the link to access the disclosure- evetting@ktcs.ie.

Kind Regards,

John Hayes

John P Hayes

Principal, Kildare Town Community School.

Re: **Vetting Obligations for Recruitment of Teachers.**

Vetting Obligations

This is a reminder that schools must adhere to the new statutory requirements in respect of Garda vetting when employing teachers for the coming school year.

The school must not **commence the employment** of an employee to undertake 'relevant work or activities' before the school authority receives a vetting disclosure from the National Vetting Bureau in respect of that person.

The registered teacher must apply for vetting via the **Teaching Council**.

The Teaching Council will issue the vetting disclosure to the teacher through a secure online portal called **Digitary**. The teacher can access the vetting result 24/7 via this secure web portal and can share the vetting results online with the school principal.

The school principal should have a **confidential valid email address** for the purpose of receiving all online eVetting disclosures. The principal provides the teacher with the address.

The principal will receive an email from the teacher containing a secure link to the login section of Digitary. The principal follows the instructions to view the disclosure.

The teacher has the option to add a secure PIN number to the shared document. The teacher must provide the details of this PIN separately to the principal.