

# APPLICATION FOR TEACHING POSITION

(\*Please do not amend or alter this form)

**Nature of teaching Post/s Applied for:**

As advertised in:	Subjects/Level:

Have you previously been appointed to a teaching position in Tarbert Comprehensive School?

Yes  No  If Yes, state Year(s) of appointment: \_\_\_\_\_

**And**

Have you previously applied for a position at Tarbert Comprehensive School?

Yes  No  If Yes, state Year of application: \_\_\_\_\_

Were you shortlisted and interviewed? Yes  No

## A. APPLICANT DETAILS

TEACHING COUNCIL REGISTRATION NUMBER**:	
DATE OF REGISTRATION:	

Have you been vetted via the Garda Central Vetting Unit: **Yes**  **No**   
 If yes, state when: **Year** \_\_\_\_\_

Can you provide this vetting through the digitary platform? : **Yes**  **No**

Title	Surname	First Name
Contact Details:		
Home Address:		Correspondence Address <i>(if different)</i>
Mobile Tel:	Home Tel:	Work Tel:
Email Address:		
Are there any restrictions regarding your employment? (if you answer yes, please provide details on a page titled "Other Information")		
Present Position/Job Title (state if NQT):		
Employer/Address:		
Notice required (days):		

**B. EDUCATIONAL DETAILS****QUALIFICATIONS*****Second Level Education (Please complete ALL parts)***

Leaving Cert/Equivalent Year: _____	School Attended:	
Subject	Level (Higher/Ordinary/Foundation)	Specific Grade (A1 etc)

***Primary Degree (Specific grades are required)******\*Evidence is a requirement***

University/Institute/College:		
Degree Title		
Specific Final Award/Grade (1H, 2.1, etc.)	Year of Entry:	Year Qualified
1 <sup>st</sup> Year Subjects:	Final Year Subjects	

***H.D.E. / PGDE / Equivalent (Specific grades are required)******\*Evidence is a requirement***

Qualification Title:	Year of Entry:
	Year of Award:
Awarding Body:	Specific Final Overall Grade:

**Postgraduate Qualifications** (Specific grades are required)

**\*Evidence is a requirement**

University/Institute/College:			
Degree Title			
Specific Award/Grade (Hons/Pass)		Year of Entry:	Year Qualified
<b>1<sup>st</sup> Year Subjects:</b>		<b>Final Year Subjects</b>	

**Other qualifications:**

**\*Evidence is a requirement**

University/Institute/College:			
Degree Title			
Specific Award/Grade (Hons/Pass)		Year of Entry:	Year Qualified
<b>1<sup>st</sup> Year Subjects:</b>		<b>Final Year Subjects</b>	

**In-service Courses/Training**

(List any in-service courses/training you have received).

<b><i>In-service Training Course</i></b>	<b><i>Length of Course</i></b>	<b><i>Year</i></b>

**C. EMPLOYMENT RECORD**

**Teaching Experience**

please begin with your present, or more recent employment:

NAME & ADDRESS OF SCHOOL	Date		CONTRACT TYPE PWT/TWT/ RPT/ Part-time	If Pro-rata part-time- Timetabled hrs per week	Subjects Taught	Level
	From	To				

**Non Teaching Experience**

Dates (From/To)	Name & Address of Employer	Position Held	Summary of Main Duties

**D. SUPPORTING STATEMENT**

This section is for you to provide a summary of your teaching experience (teaching profile) – your approach to teaching and any extra curricular activities you have organised and are willing to promote. (Max 300 words)

***Additional information***

## **E. REFERENCES**

Please provide names, addresses and position/occupation of two people (other than relatives or friends) with knowledge of you and your work from whom a professional reference can be sought. One should be your current or most recent employer.

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

<b>Name:</b>	Full Address:
Position/Job title:	
Tel/Mobile:	Email
<b>Name:</b>	Full Address:
Position/Job title:	
Tel/Mobile:	Email:

## **F DECLARATION AND SIGNATURE**

- Please sign the form below, certifying that all information you have provided is accurate.
- The Committee may wish to check any of the details you have provided
- Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.

In the event of you being recommended for this position, the Board of Management is obliged to comply with the terms of current DES circular letters.

If you are recommended for this position, a digitary vetting disclosure must be made available to the Secretary to the Board of Management when the offer of employment is being made. The Board of Management may withdraw an offer of employment if a satisfactory vetting disclosure is not made available.

The Board of Management cannot enter into a Contract of Employment without first receiving a vetting disclosure.

By signing below, you consent to a vetting disclosure, received by the Teaching Council from the Vetting Bureau, being made available to the school in accordance with the requirements of Circular Letter 31/2016.

I declare that I have read all sections and that the information supplied in this application is accurate and true.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Completed applications forms should be sent to ***The Principal/Secretary, Board of Management, Tarbert Comprehensive School, Tarbert, Co. Kerry by the specified deadline. Applications will not be accepted by fax/email. Late applications will disqualify.***

**\*\*PLEASE NOTE:** If you are awaiting confirmation of registration with the Teaching Council, please insert "Pending" in the Teacher Registration Number section of this application form. Any offer of employment will be conditional on registration with the Teaching Council and subject to the satisfactory outcome of the Garda vetting process.