



**BORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ
KERRY EDUCATION AND TRAINING BOARD**

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).

SURNAME:	
FIRST NAME(S):	
HOME ADDRESS:	
CONTACT DETAILS:	WORK: HOME: MOBILE: E-MAIL:

TEACHING COUNCIL REGISTRATION NUMBER:	
TEACHING COUNCIL REGISTRATION PLEASE TICK	Post Primary <input type="checkbox"/> Further Ed <input type="checkbox"/>
REGISTRATION VALID UNTIL (DATE):	
SUBJECTS QUALIFIED TO TEACH (AS VERIFIED BY TEACHING COUNCIL):	

ABILITY/WILLINGNESS TO TEACH THROUGH IRISH?	YES	NO
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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

ARE YOU CURRENTLY EMPLOYED BY KERRY ETB?

Yes: No:

IF YES, COMPLETE SECTION (A) BELOW

IF NO, COMPLETE SECTION (B) BELOW

2. CURRENT EMPLOYEES OF KERRY ETB

DEPARTMENT/SCHOOL/ ADULT EDUCATION CENTRE/PROGRAMME	TITLE OF POST
NATURE OF WORK INCLUDING SUBJECTS AND LEVELS TAUGHT	STARTING DATE

3. EXTERNAL APPLICANTS - WHERE YOU WORK NOW, OR YOUR LAST JOB

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?	

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.

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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4. DETAILS OF QUALIFICATIONS

YOU ARE REQUESTED TO SUBMIT COPIES OF YOUR DEGREE AND H. DIP. PARCHMENTS AND TRANSCRIPTS WITH THIS APPLICATION FORM.

Title of Degree: _____				
College: _____				
Year Obtained: _____ Pass <input type="checkbox"/> Honours <input type="checkbox"/>				
Subjects Taken				
First Year Subjects	Results	Final Year Subjects	Results	
Duration of Course of Study 2 yrs <input type="checkbox"/> 3 yrs <input type="checkbox"/> 4 yrs <input type="checkbox"/> other <input type="checkbox"/> (please specify)				
Please specify whether full-time <input type="checkbox"/> part-time study <input type="checkbox"/>				
Higher Diploma in Education (or equivalent): _____				
College: _____				
Year Obtained: _____ Pass <input type="checkbox"/> Honours <input type="checkbox"/>				
Other Qualifications held	Course Title	Year of Award	Pass or Honours	College

ANY OTHER INFORMATION IN REGARD TO QUALIFICATIONS:

INSERVICE / CONTINUOUS PROFESSIONAL DEVELOPMENT COURSES				
Dates		Title of Course	Name of Organisers	Nature of Award
From	To			

5. ANY FURTHER INFORMATION OF RELEVANCE (ACHIEVEMENTS, INTERESTS, MEMBERSHIP OF ORGANISATIONS, ETC)

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 TUSLA CHILD FIRST TRAINING
PLEASE TICK**

YES:

NO:

6. 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.

1. Professional Development:
2. Knowledge of Subject Matter:

3. Teaching Ability/Competence:

4. Class Room Management Skills:

5. Planning/Organisational Skills:

6. Interpersonal Skills:

7. Information Handling including ICT in Teaching and Learning:

8. Commitment to Kerry ETB Core Values Respect, Quality, Equality: Inclusion & Learning:

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7. 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].

1 st Referee		2 nd 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)	

8. 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.

I have attached the following:

Teaching Council Confirmation of Registration Form

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

Signature	Date

Kerry Education & Training Board services Gaeltacht areas.

Cuirfear fáilte roimh chomh fhreagrais 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.

“Creating a Learning Society in Kerry”



EUROPEAN UNION
Investing in your future
European Social Fund



An Roinn Oideachais agus Scileanna
Department of Education and Skills

