

**PLEASE COMPLETE THE FOLLOWING ESSENTIAL STEPS ON COMPLETION OF THE APPLICATION FORM**

1. E-mail application form to recruitment@kcetb.ie by  **(12 noon)** on the given closing day
2. Please ensure that the completed Application Form is saved as a **PDF** document with your own name and the job reference number, e.g. Ann Jones 2022APR123
3. **A separate email and application form needs to be submitted for each job being applied for to ensure that your application will be considered**
4. Please attach a copy of confirmation of current registration from the Teaching Council with details of subjects registered to teach or for Newly Qualified Teachers please provide proof of application to the Teaching Council for registration.
5. **Insert Kilkenny and Carlow ETB Reference Number in subject line of Email** – e.g. 2022APR123
6. Please only enter the job reference number in the subject line of the email
7. Applications are only accepted by email.
8. Late applications will not be considered.

**NÍ MÓR DO GACH IARRTHÓIR NA CÉIMEANNA RIACHTANACHA THÍOS A LEANÚINT NUAIR ATÁ AN FOIRM IARRATAIS CRÍOCHNAITHE**

1. An foirm iarratais a sheoladh trí ríomhphoist chuig recruitment@kcetb.ie . Caithfidh and foirm a bheith linn roimh 12 meán lae ar lá an spriocdháta.
2. Cinntigh le do thoil go sábhálfar an Fhoirm Iarratais chomhlánaithe mar dhoiciméad **PDF** le d’ainm féin agus uimhir thagartha an phoist, i.e. Ann Jones 2021APR123
3. **Is gá foirm ríomhphoist agus iarratais ar leithligh a chur isteach le haghaidh gach poist a ndéantar iarratas air chun a chinntiú go ndéanfar d’iarratas a mheas.**
4. Cuir cóip de dhearbhú an chláraithe reatha ón gComhairle Mhúinteoireachta le do thoil le sonraí na n-ábhar atá cláraithe le múineadh nó le haghaidh Múinteoirí Nua-Cháilithe tabhair cruthúnas ar iarratas don Chomhairle Mhúinteoireachta le haghaidh clárúcháin.
5. **Cuir isteach Uimhir Thagartha ETB Chill Chainnigh agus Cheatharlach i líne ábhair an Ríomhphoist** i.e. 2021APR123
6. Ná iontráil uimhir thagartha an phoist ach amháin i líne ábhair an ríomhphoist
7. Ní ghlacfar le hiarratais ach amháin trí ríomhphost.
8. Ní ghlacfar le foirmeacha iarratais déanacha.



**Don oifig amháin / For official use only**

**Dáta faighte / Date received**

**FAOI RÚN / CONFIDENTIAL**

IARRATAS AR FHOSTAÍOCHT / EMPLOYMENT APPLICATION FORM

POST MÚINTEOIREACHTA / TEACHING POSITION

Caithfear an fhoirm seo a chomhlánú go hiomlán agus na freagraí a chlóscríobh. (Tabhair do d’aire nach nglacfar le foirmeacha lámhscríofa.) (Méadófar ar an bhfoirm de réir mar a chuireann tú an téacs isteach.) All sections must be completed in full and typed (Please note that handwritten forms will not be accepted) (The form will expand to accommodate the text you enter).

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| --- | --- | --- | --- |
| **An Post ar a bhfuil tú ag cur isteach:****Position Applied For:** |  | **Uimhir Thagartha an Phoist:****Job Reference No:** |  |
| **Sloinne / Surname:** |  |
| **Ainm(neacha) / First Name(s):** |  |
| **Seoladh Baile / Home Address:** |  |
| **Sonraí Teagmhála / Contact Details:** | **Obair / Work**: **Baile / Home**: **Fón Póca / Mobile**: **Ríomhphost / E-mail**:  |

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| **Clárúchán na Comhairle Múinteoireachta / Teaching Council Registration**  |
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| An bhfuil tú cláraithe leis an gComhairle Mhúinteoireachta? / **Are you registered with the Teaching Council?**  | Tá / Yes [ ]   |  Níl / No [ ]  |
| **Uimhir Chláraithe /** **Registration Number:** | **Dáta Clárúcháin / Registration Date**  |  |
| **Catagóir Chlárúcháin / Category of Registration: Full(Post Primary) – Route 2 or FET(Further Education) – Route 3**Please tick appropriate box**Post Primary – Route 2 FET - Route 3** |
| **Clárú faoi choinníollacha / Full or Conditional** Please tick appropriate box**Full Conditional**   (eg. Droichead, PQE, Induction-Workshops)**Ábhair a bhfuil tú cláraithe lena múineadh / Subjects Registered to Teach:**  |

Cuir leis seo, más é do thoil é, cóip de theastas clárúcháin reatha na comhairle múinteoireachta le sonraí na n-ábhar a bhfuil tú cláraithe lena múineadh. **Please attach a copy of confirmation of current registration from the Teaching Council with details of subjects registered to teach.** |

Oideachas Ginearálta (Iarbhunoideachas) / General Education (Post-Primary)

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| **Ainm na scoile(anna) ar ar fhreastail tú****Name of schools attended** | **Ó:****From:** | **Go:****To:** | **Scrúduithe agus na Gráid a fuair tú****Examinations and Grades Obtained** |
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Oideachas Iar-Ardteistiméireachta / Post-Secondary Education

Breac sonraí an bhreisoideachais uile agus na cáiliúcháin acadúla tríú leibhéil uile, de réir dátaí, le do thoil / Please outline details in chronological order of all further education and third level academic awards.

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| Ainm agus seoladh na hInstitiúide Acadúla / an Fhorais CháiliúcháinName and Address of Academic Institution/Awarding Body | Tréimhse StaidéirPeriod of Study | Cáiliúchán / Cáilíocht a fuarthas Award / Qualification Obtained: (Céim Onóracha Honours Degree, Gnáthchéim Ordinary Degree, Teastas &rl Certificate etc) | Príomhábhair / Ábhair na CéimeMain subjects/ Degree subjects | Rangú an Cháiliúcháin (i.e. 1ú, 2.1, 2:2, Pas) / Class of Award (i.e. 1st, 2.1, 2:2, Pass) |
| Ó:From: | Go:To: |
|  |  |  |  |  | **Sonraigh, le do thoil****Please specify** | **x** |
| **1st**  |  |
| **2:1** |  |
| **2:2 or 3rd** |  |
| **pass** |  |
|  |  |  |  |  | **Sonraigh, le do thoil****Please specify** | **x** |
| **1st**  |  |
| **2:1** |  |
| **2:2 or 3rd** |  |
| **pass** |  |
|  |  |  |  |  | **Sonraigh, le do thoil****Please specify** | **x** |
| **1st**  |  |
| **2:1** |  |
| **2:2 or 3rd** |  |
| **pass** |  |

Ardteastas san Oideachas / Máistir Gairmiúil san Oideachas (más bainteach) / Higher Diploma in Education / PME (Professional Masters in Education) (if applicable)

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| Ainm na hInstitúide ar ar fhreastail túName of Institution attended  | Ó:From: | Go:To: | Rangú an Cháiliúcháin / an Ghráid a fuarthasClass of Award / Grade Obtained |
|  |  |  | **P.M.E.****Sonraigh, le do thoil** **Please specify** | **x** |
| **1st**  |  |
| **2:1** |  |
| **2:2 or 3rd** |  |
| **pass** |  |

Do Mhúinteoirí Gaeilge. Luaigh má tá na teastais seo agat / For Teachers of Irish Language. State if you have

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| Teastas i dTeagasc na Gaeilge / Teastas Timire Gaeilge |  | Ceard-Teastas Gaeilge |  |

Taithí mhúinteoireachta / Teaching Experience

Breac an taithí mhúinteoireachta atá agat, le do thoil (an taithí is deireanaí ar dtús) Please list teaching experience (most recent first)

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|  Fostóir / Employer  (Ainm agus Seoladh)  (Name and Address)  | Ó:/ Go:From:/To:Month/YearMí/Bliain | fad ama I /Length of time inMonths /YearMí/Bliain | Stádas na Fostaíochta Nature of Employment(CID, PWT, F/T, S/P, P/T, T/P) | Uaireanta tráthchláraithe sa tseachtainTimetabled hours per week in each subject | Ábhar agus Leibhéil a Mhúintear / Subject and Levels Taught |
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CTE = Conradh Tréimhse Éiginnte MBLA = Múinteoir Buan Lánaimseartha T/S = Téarma Seasta S/C = Sainchuspóir P/A = Páirtaimseartha C/T = Cleachtadh Teagaisc

CID = Contract of Indefinite Duration PWT = Permanent Whole Time F/T = Fixed Term S/P = Specific Purpose P/T = Part-time T/P = Teaching Practice

Na hÁbhair agus na Leibhéil a mhúintear / Subjects and Levels Taught

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| Sonraí Ábhair: (Sonraigh na hábhair a mhúintear, le do thoil)Subject Details: (Please specify subjects taught) | LCH | LCO | JC | TY | Lca | Jscp | sen | Teagasc FoirneTeam Teaching |
| Ábhar / Subject 1:  | ☐ | ☐ | ☐ | ☐ |  ☐ |  ☐ | ☐ | ☐ |
| Ábhar / Subject 2:  | ☐ | ☐ | ☐ | ☐ |  ☐ |  ☐ | ☐ | ☐ |
| Ábhar / Subject 3:  | ☐ | ☐ | ☐ | ☐ |  ☐ |  ☐ | ☐ | ☐ |

Taithí Oibre sna hEarnálacha Tráchtála / Tionsclaíocha / Commercial / Industrial Work Experience

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| Fostóir (Ainm agus Seoladh)Employer:(Name and Address) | Ó:From: | Go:To: | Tabhair cuntas, le do thoil, ar nádúr agus ar phríomhdhualgais na fostaíochta. Please outline nature and main duties of employment  |
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Cúrsaí Inseirbhíse / Inservice Courses

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| --- | --- | --- | --- | --- |
| Dáta ÓDate From | Dáta GoDate To | Teideal an ChúrsaTitle of Course | Ainm lucht a eagraitheName of Organisers | Cineál CáiliúcháinNature of Award |
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**RÓL AGUS FEIDHM MHÚINTEORA IN BOO CHILL CHAINNIGH AGUS CHEATHARLACH**

Aithníodh cumais ríthábhachtacha áirithe atá riachtanach chun ról agus feidhm mhúinteora in BOO Chill Chainnigh agus Cheatharlach a chur i gcrích go héifeachtach. Is iad seo a leanas na cumais sin:

1.1 Eolas Gairmiúil

1.2 Cleachtas Gairmiúil

1.3 Caidreamh agus cumarsáid a fhorbairt

1.4 Scileanna féinfheasachta agus féinbhainistithe

**Féach, le do thoil, ar na Nótaí Treoracha chun breis sonraí a fháil maidir leis na cumais seo.**

**Breac, ar na leathanaigh a leanas, conas agus cathain a léirigh tú gach ceann de na cumais seo (ná sáraigh 300 focal maidir le haon cheann de na cumais). Ba cheart duit cur síos a dhéanamh ar an ócáid / na hócáidí is fearr a léiríonn, dar leat, na cumais áirithe seo á gcur i ngníomh agat i do thaithí féin. Is féidir sampla(í) a thógáil ón taithí atá agat i réimsí éagsúla, réimsí gairmiúla, pobail, spóirt agus deonacha san áireamh.**

**THE ROLE AND FUNCTION OF A TEACHER IN KILKENNY AND CARLOW ETB**

A number of key competences have been identified as being essential for the effective performance of the role and function of a Teacher in Kilkenny and Carlow ETB. These competences are as follows:

1.1 Professional Knowledge

1.2 Professional Practice

1.3 Communication and relationship building

1.4 Self-awareness and self-management skills

**Please refer to the Guidance notes for further details with regard the competencies.**

**Outline on the following pages how and where you have displayed each of these competencies (no more than 300 words per competency). You should describe situation/s from your own experience, which you think are the best example/s of what you have done which demonstrates the specific competencies. The example(s) may be drawn from your experience in various settings including professional, community, sporting or voluntary.**

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| * 1. **Eolas Gairmiúil / Professional Knowledge**

 Léirítear mioneolas agus miontuiscint ar an ábhar agus ar an oideolaíocht araon.Demonstrates in-depth knowledge, comprehension and understanding of both the subject discipline and pedagogy. |
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| **1.2 Cleachtas Gairmiúil / Professional Practice**Tuigtear cad is teagasc agus foghlaim den scoth ann agus léirítear na scileanna agus na cumais chuí chun iad seo a chur i gcrích. Understands the nature of high quality teaching and learning and demonstrates the skills and competencies to illustrate these. |
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|  **1.3 Caidreamh agus cumarsáid a fhorbairt / Communication and relationship building** Cuirtear cumarsáid agus rannpháirtíocht éifeachtach ar bun a chinntíonn caidreamh oibre dearfach, éifeachtach leis an mbainistíocht, le comhghleacaithe, le mic léinn, le tuismitheoirí agus leis an bpobal scoile i gcoitinne. Establishes effective communication and engagement to ensure positive and effective working relationships with management, colleagues, students, parents and the wider school community. |
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| **1.4 Scileanna féinfheasachta agus féinbhainistithe / Self-awareness and self-management skills** Féinfheasachagus inniúil ar fhéinbhainistiúagus ar fhorbairt phearsanta agus ghairmiúil a dhéanamh.  Is self-aware and has the capacity to self-manage and develop personally and professionally. |
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|  An bhfuil Pinsean i leith fostaíochta san Earnáil Oideachais nó sa tSeirbhís Phoiblí á fháil agat? Are you in receipt of a Pension in respect of previous employment in the Education Sector or Public Service?  Tá / Yes: ☐ Níl / No: ☐ Má tá, tabhair sonraí / If Yes, please give details: ………………………………………………………………………..……………….…………………………………………………………………………………………………………………………………………………..  |

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| An bhfuil tú ar Shos Gairme ó phost múinteoireachta nó ó aon fhostaíocht Seirbhíse Poiblí eile?Are you on a Career Break from a Teaching Post or other Public Service employment? Tá / Yes: ☐ Níl / No: ☐ Má tá, tabhair sonraí / If Yes, please give details ……………………………………………………………………………………..…………………………………………………………………………………..………………………………………………….……………..  |

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| Moltóirí: Tabhair sonraí beirt mholtóirí. Ba cheart go mbeadh d’fhostóir reatha nó deiridh nó, más cuí, duine ón institiúid acadúil is déanaí ar ar fhreastail tú, ar dhuine den bheirt sin. Tabhair faoi deara nach rachfar i dteagmháil le moltóirí de ghnáth ach d’iarrthóirí ar ghearrliosta. Braithfidh ceapacháin ar theastais thagartha a bheith chun sástachta Bhord Oideachais & Oiliúna Chill Chainnigh & Cheatharlach. References: Please give details of two referees. At least one referee should be your present or last employer or, if appropriate, a referee from your last academic institution. Please note that references will normally only be requested for shortlisted candidates. Appointments are subject to receipt of satisfactory references to Kilkenny and Carlow ETB. |
| Ainm / Name: Post / Position: Seoladh / Address: Fón / Tel No: Seoladh Ríomhphoist / E-mail Address:  | Ainm / Name: Post / Position: Seoladh / Address:Fón / Tel No: Seoladh Ríomhphoist / E-mail Address:  |

Déanfaidh canbhasáil ar bhall foirne nó ar bhall de Bhord Oideachais & Oiliúna Chill Chainnigh & Cheatharlach dícháiliú ar d’iarratas.

Please note that canvassing any member of the Kilkenny and Carlow Education and Training Board or staff of the Board will disqualify your application.

Dearbhaím go bhfuil an t‑eolas a thug mé ceart agus fíor. Tuigim go mbeidh de cheart ag Bord Oideachais & Oiliúna Chill Chainnigh & Cheatharlach aon tairiscint fostaíochta a dhéanfaí a tharraingt siar má fhaightear aon eolas atá bréagach nó míchruinn in aon slí ábharach san iarratas seo.

I certify that the information provided is true and correct. 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 reserves the right to withdraw any offer of employment made.

Síniú / Signature: Dáta / Date:

**NB**
Please follow the instructions at the beginning of the application form in order to send your application by email to recruitment@kcetb.ie

Lean na treoracha ag tús na foirme iarratais le do thoil chun d’iarratas a sheoladh trí ríomhphost chuig recruitment@kcetb.ie