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| APPLICATION FOR ESOL TUTOR PANEL  **Completed application forms will be accepted via email only to** [**vacancies@wwetb.ie**](mailto:vacancies@wwetb.ie)  **Please note that all areas of the application form must be fully completed giving as much detail as possible of your skills, abilities and experience.**  We would appreciate it, as we have provision across Waterford and Wexford, if you could indicate below, which Adult Education Centre(s) or Geographical Area you would be interested in working in.  **Adult Education Centres**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Bunclody AEC** |  | **Dungarvan AEC** |  | **Enniscorthy FETC** |  | | **Gorey AEC** |  | **Kilmacthomas AEC** |  | **New Ross AEC** |  | | **Wexford AEC** |  |  |  |  |  |   **Geographical Areas**   |  |  |  |  | | --- | --- | --- | --- | | **Dungarvan & Surrounding Area** |  | **Waterford City & Surrounding Area** |  | | **West Waterford Area** |  | **Tramore & Surrounding Area** |  | | **New Ross & Surrounding Area** |  | **Wexford Town & Surrounding Area** |  | | **Enniscorthy & Surrounding Area** |  | **Gorey & Surrounding Area** |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Are you registered with the Teaching Council** | **Yes** |  | **No** |  | | **It is not a requirement to have a Teaching Council Number to work in the above Centres as a tutor, however, if you have a Teaching Council number, please include below:** | | | | | | **Teaching Council Registration Number:** |  | | | | | **Registration valid until (date):** |  | | | | | **Subjects Qualified to Teach (as verified by Teaching Council):** |  | | | | |  | | | | |  | | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Are you currently on career break?** |  | | | | | | **Have you availed of the Incentivised Scheme for Early retirement (ISER)?** |  | | | | | | **Are you in receipt of a state pension?** |  | | | | | | **Have you retired from Teaching Service?** | Yes |  | No |  | If retired under Strand 1, 2 or 3 please specify: | |

1. **Personal Details**

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| --- | --- | --- | --- |
| **Name:** |  | **Work No:** |  |
| **Address for**  **Correspondence:** |  | **Mobile No:** |  |
|  | **Home No:** |  |
|  | **Email:** |  |

1. **Current or Most Recent Employment**

**Are you currently employed by WWETB?**

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

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

1. **Current employee of WWETB**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Department/School/Further Education and Training Centre(s) – list below** | | | | |
|  | | | | |
| **Title of Post:** |  | | | |
| **Current Contracted Hours** | |  | **Start Date** |  |

1. **External Applicants – where you work now, or your last job**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates employed From/To** | **Name & Address**  **of Organisation** | **Position Held** | **Nature of Work** | **Reason for**  **Leaving** |
|  |  |  |  |  |

1. **Previous Employment**

What jobs have you had in the past?

Please list all your previous experience. This should also include voluntary, temporary work, short-term assignments.

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| --- | --- | --- | --- | --- |
| **Dates Employed From/To** | **Name & Address**  **of Organisation** | **Position Held** | **Nature of Work** | **Reason for**  **Leaving** |
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1. **Details of Professional Qualifications**

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| --- | --- | --- | --- | --- |
| **Award** | **Institution** | **Areas of Study** | **Year** | **Level Of Award** |
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You may be required to provide evidence of any academic qualifications stated.

**5. Any further information of relevance (Achievements, Interests etc.)**

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**7. Supporting Statement**

How you meet the selection criteria as per the Job Description.

Drawing upon your experience, skills, abilities and qualifications, explain how you meet the requirements of the ESOL Tutor Panel. Please try and limit your response to no more than 150 words.

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**8. Details of Referees**

Please provide the names and addresses of two referees from whom WWETB can request references on your behalf. One should be a recent or most 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 as a friend. [Please note: your referees will be contacted without further communication regarding same. References may be taken up prior to interview. All appointments are subject to references being satisfactory to WWETB.

|  |  |
| --- | --- |
| **1st Referee** | **2nd Referee** |
| **Name:** | **Name:** |
| **Organisation Name:** | **Organisation Name:** |
| **Address:** | **Address:** |
| **Telephone No. & Ext:** | **Telephone No. & Ext:** |
| **Email Address:** | **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. WWETB 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 WWETB making such reasonable enquiries as it sees fit in respect of my application. I accept that once I have commenced employment, WWETB 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.

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

Completed applications should be submitted to [vacancies@wwetb.ie](mailto:vacancies@wwetb.ie) by **4:00pm on 20/01/2023** and mark in the subject line: ESOL Tutor Panel**.**

**Garda Vetting will take place.**

Canvassing will automatically disqualify a candidate. Shortlisting of applicants may take place.

###### Waterford and Wexford Education & Training Board is an equal opportunities employer