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**APPLICATION FORM FOR TEACHING POST**

**APPLICANTS PLEASE NOTE:**

1. **Completed applications should be returned by email to** **vacancies@wwetb.ie** **with ‘Gorey Hill School Competition’ in the subject line.**
2. **The completed form must arrive at the above address or by email or before 4:00pm on 30/04/2024. Late applications will neither be accepted nor considered.**
3. **Canvassing will disqualify.**
4. **The application form should be typed.**

**DO NOT Enclose/attach a separate letter of application OR enclose/attach a Curriculum Vitae OR enclose/attach any certificates. The successful candidate will be required to present original documents in relation to teaching/other qualifications prior to appointment.**

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| **Applicant’s Personal Details** |
| **Name (as per Teaching Council Register):** |  | **Mobile No:** |  |
| **Address for****Correspondence:** |  | **Landline No:**  |  |
|  | **Email Address:** |  |
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| **Qualification to Teach in a Special School** |
| **Qualification(s)** | **Awarding University, College or Institute** | **Final Results Received:****Day/Month/Year** |
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| **Teaching Council Registration** |
| **Registration Number:**  |  |
| **Registered under Regulation (*please tick as appropriate*)** |
| [ ]  Route 1 Primary | [ ]  Route 2 Post Primary | [ ]  Route 4 Other |
| **Registration Status (*please tick as appropriate*):** | [ ]  Full | [ ]  Conditional |
| *If conditional, please tick the condition that has not been fulfilled and indicate the expiry date by which each condition must be met:* |
| **Condition:** | **Expiry date:** |  |
| *1: Droichead/Probation*  |[ ]   |  |
| *2: Induction Workshop Programme*  |[ ]   |  |
| *3: Irish Language Requirement*  |[ ]   | *Please specify qualifications shortfall* |
| *4: Qualification Shortfall*  |[ ]   |  |

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| **Details of Academic Qualifications** **Include Under-Graduate and Post-Graduate Qualifications. Please include any qualifications in Special Education, if applicable. The successful candidate will be asked to present original documents.** |
| **Qualification and Grade** | **Awarding University, College or Institute** | **Length of Course** | **Final results received:****Day/Month/Year** |
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| **Teaching Experience** **Most Recent First (if necessary expand the section) \*If newly qualified please give Teaching practice grade details in the relevant section.** |
| **School Name and Address** | **Date(s) of service in the school** | **Position(s) held** | **Dates in each position**  |
|  |  |  | **From:****To:** |
|  |  |  | **From:****To:** |
|  |  |  | **From:****To:** |
|  |  |  | **From:****To:** |
|  |  |  | **From:****To:** |

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| **Post of Responsibility Held (if any) - Most Recent First (if necessary expand the section)** |
| **School Name and Address** | **Position(s) Held (AP1, AP2 etc.)** | **Dates** |
|  |  | **From:****To:** |
|  |  | **From:****To:** |
|  |  | **From:****To:** |

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| **\*If Newly Qualified please insert Teaching practice Grades – Most Recent First.** |
| **School Name and Address** | **Class Taught** | **Dates** | **Grade**  |
|  |  | **From:****To:** |  |
|  |  | **From:****To:** |  |
|  |  | **From:****To:** |  |

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| **Additional Qualifications, e.g. ICT etc**  |
| **College(s)** | **Qualification and Year** | **Modules Studied**  |
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| **Other Relevant, Non-Accredited Courses – most recent first**  |
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| **Areas of Special Interest – Curricular/Other**  |
| **Area** | **Expertise/Experience/Specialism undertaken in College** |
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| **Other Relevant Employment Experience – Most Recent First** |
| **Employer/Project** | **Position** | **Duties** | **Dates** | **Grade**  |
|  |  |  | **From:****To:** |  |
|  |  |  | **From:****To:** |  |
|  |  |  | **From:****To:** |  |

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| **Please indicate how you think your experience/skill(s) can assist in this particular post (not more than 150 words)** |
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| **Please indicate how you think you can contribute to the ethos and success of this school** **(not more than 150 words)** |
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| **Additional information (not already mentioned) to support your application (not more than 150 words)** |
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| **Details of Referees** |
| Please provide the names and addresses of at two referees from whom Waterford and Wexford ETB can request references on your behalf. **One should be a recent or most recent employer**. All referees should have held 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 to you. References may be taken up prior to interview. All appointments are subject to references being satisfactory to WWETB]. |
|  | **First Referee** | **Second Referee**  |
| **Name:** |  |  |
| **Organisation Name:**  |  |  |
| **Address:** |  |  |
| **Telephone No. & Ext:**  |  |  |
| **Email Address:** |  |  |
| **Position Held:** |  |  |
| **Your work connection with this referee:** |  |  |
| **If you were known by another name when employed please specify:** |  |  |
| **Dates of employment to/from (if applicable):** |  |  |

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| **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. Waterford and Wexford 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 Waterford and Wexford ETB making such reasonable enquiries as it sees fit in respect of my application. I accept that once I have commenced employment, Waterford and Wexford 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. Before signing this form, please ensure that you have replied fully to all questions asked. |
| **Signature:** |  |
| **Date:** |  |

Completed application forms should be returned to Recruitment Section, Waterford and Wexford ETB, Ardcavan Business Park, Ardcavan, Wexford clearly marked ‘Gorey Hill School Competition’ to arrive no later than **4:00pm on 30/04/2024.** Completed applications should be returned by email to vacancies@wwetb.ie with ‘Gorey Hill School Competition’ in the subject line.

**Garda Vetting will take place prior to offer of employment.**

Canvassing will automatically disqualify a candidate.

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

**IMPORTANT NOTE:** By applying for any position, working or volunteering with, or otherwise taking up any position within Waterford and Wexford ETB, you acknowledge that your personal data (including special category personal data) shall be processed by WWETB. The privacy notice attached to this application form gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it and your rights. If you need more information, please see our data protection policy available at [www.waterfordwexford.etb.ie](http://www.waterfordwexford.etb.ie).

**Privacy Notice**

1. Waterford and Wexford Education and Training Board is the data controller. Our address is Ardcavan Business Park, Ardcavan, Co. Wexford Y35 P9EA. Tel. No. 053 91 23799. Waterford and Wexford Education and Training Board is established under Section 8 of the Education and Training Boards Act 2013. Waterford and Wexford Education and Training Board provides secondary level education; second chance education; further education and training including apprenticeships; Youthwork; community-based education programmes; outreach programmes; specialist programmes, e.g. through Music Generation and other programmes/courses as may be delivered/funded/sponsored in whole or part or in co-operation with other bodies/agencies etc. Our core functions are set out in Section 10 of the Education and Training Boards Act 2013, together with such other matters as are set out in the Education and Training Boards Act 2013, together with such other legal and statutory obligations as may be imposed on the ETB from time to time.
2. We collect and use your personal data. The personal data we collect includes your name; date of birth; address; contact details; previous employment, experience and qualifications; vetting outcome; Teaching Council registration; registration with any other professional/accrediting body; PPS number; financial data; images (staff cards, CCTV); medical, health and occupational health data; immigration/work-visa information; information relating to recruitment, promotions, and appointments processes; other IR/HR processes; pensions details etc. We use personal data for purposes including: running an efficient service; complying with our obligations as an employer; for recruitment and appointments; allocating resources to our education centres; monitoring the effectiveness of our equal opportunities policies; to discharge our duties to other staff and students; complying with our statutory reporting obligations to Government bodies and EU funding bodies; resolving disputes and defending litigation etc. The information we collect about you depends on various factors, e.g. we will hold differing levels of information about a job applicant as compared with a long-standing employee. Certain personal data is collected and aggregated for use on an anonymised basis, e.g. to monitor our compliance with equal opportunities and non-discrimination policies. For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please go to our Data Protection Policy available at <http://waterfordwexford.etb.ie/information-compliance/wwetb-policies/>
3. We share your personal data with third parties, including other Government bodies. Depending upon the nature of your role within the ETB, this may include data-sharing with bodies including the Department of Education and Skills, Revenue Commissioners, Department of Social Protection, Comptroller & Auditor General, TUSLA, An Garda Síochána, HSE, the Teaching Council or any other regulatory body to which you belong, your Trade Union (for IR/HR issues), occupational health advisors, our insurance company (Irish Public Bodies), banks/financial institutions (to pay wages), pension administrators and pension trustees, future employers (for references etc.), other service providers (including IT providers, security providers, legal advisors) etc. The Government bodies to which we transfer your personal data will use it for their own purposes (including: to verify other information they already hold about you, for fraud prevention measures, etc.) and may aggregate it with other information they already hold about you. For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please go to our Data Protection Policy available at <http://waterfordwexford.etb.ie/information-compliance/wwetb-policies/>
4. We do not transfer your personal data to a third country or international organisation. Certain companies who process personal data on behalf of WWETB may transfer personal data for processing outside the EU, however this will only be done with the agreement of WWETB and with the assurance that appropriate safeguarding measures are in place to protect the data. We will advise data subjects if their data is to be transferred outside the EU.
5. We do not engage in automated decision making/profiling.
6. Some personal data is only kept for a short period (e.g. will destroy at the end of an academic year because it is no longer needed). Some data we retain for a longer period (e.g. we retain even after you leave our employment). For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please go to our Data Protection Policy available at <http://waterfordwexford.etb.ie/information-compliance/wwetb-policies/>

1. You have the following statutory rights, that can be exercised at any time:
* Right to complain to supervisory authority (the Office of the Data Protection Commissioner)
* Right of access
* Right to rectification
* Right of erasure
* Right to restrict processing
* Right to data portability
* Right to object to automated decision making/profiling

For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please go to our Data Protection Policy available at <http://waterfordwexford.etb.ie/information-compliance/wwetb-policies/>