# APPLICATION FOR INCLUSION ON

# SUBSTITUTE TEACHER PANEL 2022/2023

**Applicants**

Please read carefully the Important Notice and Guidelines for Completion of Application Form at the end of this document, before completing your application.

Please type into the grey boxes which will expand as required. No handwritten forms accepted

**Personal Details**

|  |  |
| --- | --- |
| **Surname:**       | **First name(s) in full:**     |
| **Home Address:**     | **Address for correspondence (*if different****):*    |

**Contact Details**

|  |  |
| --- | --- |
| **Work number:**    | **Home number**:       |
| **Mobile no:**    | **Email address:**  |
| **Present Occupation:**  | **Nature of appointment - permanent / temporary / part-time:**  |

 **Registration Details**

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| **Are you Registered with the Teaching Council of Ireland? Yes:**   **No:**   |
| **Registration No:**   **Registration Date:**   |
| **Which Sector are you Registered for?**  | **Post-Primary:**   | **Further Education:**   |
| **Subjects Registered to Teach** |  |

**Teaching Council of Ireland - Registration Details**

**Please Insert a copy of your Teaching Council Registration Letter *WHICH STATES YOUR ROUTE OF REGISTRATION AND SUBJECTS YOU ARE REGISTERED TO TEACH .* Save as an image e.g. jpeg / png then upload in the box provided below.**

**Without your Teaching Council Registration letter, this application is INCOMPLETE and WON’T BE CONSIDERED.**

**If you are awaiting registration from the Teaching Council of Ireland, please state “PENDING” in the box below, DO NOT LEAVE BLANK**

**Have you been Garda Vetted by Teaching Council of Ireland? YES NO**

***Please attach copy of your most recent National Vetting Bureau Vetting Disclosure.***

Please note in order to be included on the panel you may have to complete Cavan and Monaghan ETB Garda Vetting Process. **NOTE:** In line with revised legislation, employees are re-vetted every three years.

**Third Level Qualifications:**

|  |  |
| --- | --- |
| ***College Attended***  |       |
| ***Title of Degree/s***  |       |
| ***Length of Course***  |       |
| ***Year/s of Award*** |       |
| ***Level of qualification/s*** ***Hons (1st, 2.1,2.2)/Pass***  |       |

**Subjects studied**

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| --- | --- | --- | --- |
| **Subjects First Year**  | **Results**  | **Subjects Second Year**  | **Results**  |
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| **Subjects Third Year**  | **Results**  | **Subjects Fourth Year**  | **Results** |
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**NOTE: You must submit your Degree Parchment and Degree Transcript/s (i.e. statement of results for each year of study) and transcripts for all other qualifications when asked to do so before you can be included on the panel.**

**Post-Graduate Qualifications**

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| --- | --- | --- | --- | --- |
| **Name of College** | **Qualification (e.g. PDE /H.Dip/Teacher Training)** | **Year of Award**  | **Length of Course**  | **Pass / Honours/ Results Pending**  |
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**Qualifications in Gaeilge / Irish Language**

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| --- | --- | --- |
| **Qualification** e.g. ***CTG*** | **Yes / No**  | **Year of Award** |
|  |  |  |

**Other Qualifications**

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| --- | --- | --- | --- | --- |
| **Name of College**  | **Qualification**  | **Year of Award**  | **Length of Course** | **Results** |
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**NOTE: You must submit your Parchment/s and Transcript/s (i.e. statement of results for each year of study) and transcripts for all other qualifications when asked to do so before you can be included on the panel.**

**Teaching Experience (state your present / most recent teaching position first)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From**  | **To**  | **Employer**  | **Subjects taught** | **Nature of Appointment****(Permanent/Temporary/EPT/Part-time)**  |
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**Subjects and levels Taught**

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| **Subject Details** (Please specify subjects taught during last 3 years only – tick as appropriate and indicate length of time) | **Subject 1:**      | **Subject 2:**      | **Subject 3:**      |
| **Leaving Certificate - Higher** | [ ]  | [ ]  | [ ]  |
| **Number of years/ months:** |       |       |       |
| **Leaving Certificate - Ordinary** | [ ]  | [ ]  | [ ]  |
| **Number of years/ months:** |       |       |       |
| **Leaving Certificate Applied** | [ ]  | [ ]  | [ ]  |
| **Number of years/ months:** |       |       |       |
| **Transition Year** | [ ]  | [ ]  | [ ]  |
| **Number of years/ months:** |       |       |       |
| **Junior Certificate** | [ ]  | [ ]  | [ ]  |
| **Number of years/ months:** |       |       |       |
| **Junior Certificate Schools Programme** | [ ]  | [ ]  | [ ]  |
| **Number of years/ months:** |       |       |       |
| **Special Educational Needs** | [ ]  | [ ]  | [ ]  |
| **Number of years/ months:** |       |       |       |
| **Other** | [ ]  | [ ]  | [ ]  |
| **Number of years/ months:** |       |       |       |

**Non-Teaching Employment:**

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| --- | --- | --- | --- | --- |
| **From** | **To**  | **Employer**  | **Nature of appointment** | **Duties**  |
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**Supporting Statement - Interests / Achievements / Other Relevant Information:**

Are you in receipt of a pension in respect of previous employment in the Education/Public sector? **YES/NO**:

**If yes, please give details:**

Are you on a Career Break from a Teaching post or other Public Sector Employment? **YES/NO:**

**If yes, please give details:**

**Personal Disclosure:**

Cavan and Monaghan Education and Training Board (CMETB) owes a duty of care to its students. CMETB has a duty to satisfy itself that no employee poses a threat to students or staff. CMETB must therefore, ask the following questions at the recruitment stage:

Have you ever been convicted of a criminal offence and/or an offence related to Child Welfare? **YES / NO**

Have you ever been the subject of an inquiry or investigation concerning a child welfare matter, or an investigation arising from a complaint/allegation of child abuse or wrongdoing towards a minor? **YES / NO**

Are you aware of any material circumstance in respect of your own conduct which impinges on the welfare of a minor? **YES/NO**

If you answer YES to any of the above questions, please detail below the nature and date(s) of the investigation / offence(s):

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**Important note**: It is a fundamental term of your employment that you make appropriate full disclosure in respect of the questions outlined above. You should also note that if CMETB is satisfied, in the future, that you have made an incomplete or inaccurate disclosure, you may face disciplinary action, up to and including dismissal.

CMETB undertakes that all responses furnished by you in respect of the above questions will be treated as confidential, subject to any reporting obligations which may be imposed on CMETB, pursuant to the Children First Act 2015, the Department of Education and Skills Child Protection Procedures for Primary and Post-Primary Schools or to any legal obligation imposed on CMETB.

In the event of you being recommended for appointment to this position, CMETB is obliged to comply with the terms of current Department of Education and Skills Circular Letters and Memos. CMETB’s policy is that **all** newly appointed staff will be vetted by the National Vetting Bureau (NVB) and, the outcome of the vetting will be considered in the light of CMETB’s vetting policy. This applies in respect of appointments to positions where the person is not currently an employee of Cavan and Monaghan ETB and applies irrespective of whether the individual has been vetted previously or not.

**References:**

Please give details of two referees - to include your **most recent** employer / academic supervisor **(not a relative).**

**References may be taken up prior to interview. All appointments are subject to references satisfactory to CMETB.**

**Current or most recent employer/academic supervisor (not a relative):**

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| --- | --- |
| **Referee’s Name & Title:** | **Referee’s position in this employment:** |
|       |       |
| **Please include Referee’s full postal address in the box below** |
|       |

 **Other Referee (not a relative):**

|  |  |
| --- | --- |
| **Referee’s Name & Title:** | **Referee’s position in this employment:** |
|       |       |
| **Please include Referee’s full postal address in the box below** |
|       |

**CANVASSING (DIRECTLY or INDIRECTLY) WILL DISQUALIFY**

*I declare that the information I have given in this application is true and correct. I understand that should any information prove false or inaccurate, CMETB reserve the right to withdraw any offer of employment. I understand that in the event of being offered a position, CMETB may make enquiries with relevant third parties in relation only, to child welfare or criminal matters.*

*Please type your name as declaration that the information given in this application is true and correct*

**Type Your Name Here**: **Date**:

**See Cavan and Monaghan ETB listing on** [**www.etbjobs.ie**](http://www.etbjobs.ie)

 **Closing Date:**

**IMPORTANT NOTICE**

1. Candidates must be registered with the Teaching Council of Ireland, in accordance with sections 30 & 31 of the Teaching Council Act, 2001
2. Qualifications, salary scales and conditions of service as per Department of Education & Skills and Memorandum V.7 and subsequent memoranda and circular letters
3. Once your application is submitted you will receive an automated response from [www.etbjobs.ie](http://www.etbjobs.ie). This may not be taken as confirmation that the submission is a valid application.
4. All enquiries regarding your application should be submitted via the Enquiry facility on [www.etbjobs.ie](http://www.etbjobs.ie) . Enquiries by any other means cannot guarantee a response before the closing date and time.

**GUIDELINES FOR COMPLETION OF THE APPLICATION FORM**

* Your application will be assessed on the information you submit on the official Application Form. Please read the Application Form carefully and ensure all sections are completed fully and accurately, giving clear evidence of qualifications, skills and experience.
* All sections must be completed – if appropriate, where necessary insert NIL or N/A
* Please type into the grey boxes which will expand as required.
* Acceptance on the CMETB Teacher Substitution Panel is subject to you holding the necessary qualifications, registration with the Teaching Council of Ireland and satisfactory Garda Vetting.  These will be requested from you. CMETB reserves the right to make further enquiries, including meeting with you in person, regarding any information on or received in connection with your application.
* Cavan and Monaghan ETB is a Data Controller. The personal data supplied on this application form and supplementary documents is required for the purposes of recruitment (including short listing and interviewing), assessment of qualifications, general administration, and to fulfil our other legal obligations, including the election of staff representatives to the ETB under the Education and Training Boards Act 2013. For further information on data protection see the Privacy Notice at the end of this form.
* Further information on CMETB including details of our schools, centres and programmes can be found on our website [www.](http://www.monaghanvec.ie)cmetb.ie.
* CMETB is committed to equality of opportunity in its recruitment and employment practices.
* **CANVASSING (DIRECTLY OR INDIRECTLY) WILL DISQUALIFY.**

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**Privacy Notice**

By applying for any position, working or volunteering with, or otherwise taking up any position within the ETB, you acknowledge that your personal data (including special category personal data) shall be processed by Cavan and Monaghan Education and Training Board (CMETB). This Privacy Notice 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.cmetb.ie](http://www.cmetb.ie)

1. We are Cavan and Monaghan Education and Training Board (CMETB). Our address and contact details are CMETB Administration Centre, Market Street, Monaghan H18 W449, telephone 04730888, email contact info@cmetb.ie . We provide primary level education, second level education, second chance education; further education and training including apprenticeships; Youthwork, community-based education programmes; prison education, outdoor education; arts education; outreach programmes, specialist programmes e.g. through Music Generation and other programmes/courses as maybe delivered/funded/sponsored in whole or part or in co-operation with other bodies/agencies etc. For further information, see section 1 of our Data Protection Policy available at [www. cmetb.ie](http://www.XXXXXXX.ie)
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 section 2 of our Data Protection Policy available at [www.cmetb.ie](http://www.cmetb.ie) .

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1. 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 who we share your data with, when and in what circumstances, and why, please see section 3 of our Data Protection Policy available at [www.cmetb.ie](http://www.cmetb.ie).
2. We do not transfer your personal data to a third country or international organisation. Certain companies who process personal data on behalf of CMETB may transfer personal data for processing outside the EU, however this will only be done with the agreement of CMETB 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.
3. We do not engage in automated decision making/profiling.
4. 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 the retention periods, please go to section 6 of our Data Protection Policy available at [www.cmetb.ie](http://www.cmetb.ie) .
5. You have the following statutory rights, that can be exercised at any time:
6. Right to complain to supervisory authority (the Office of the Data Protection Commissioner)
7. Right of access
8. Right to rectification
9. Right of erasure
10. Right to restrict processing
11. Right to data portability
12. Right to object to automated decision making/profiling.

For further information, please see section (7) of our Data Protection Policy available at [www.cmetb.ie](http://www.cmetb.ie) or alternatively contact our Data Protection Officer.

1. We have appointed a Data Protection Officer (DPO) on an interim basis. Her name and contact details are Fiona Nugent dpo@cmetb.ie If you have any queries, please consult our Data Protection Policy ([www.cmetb.ie](http://www.cmetb.ie)) or contact our DPO.