

Guidance Notes for Applicants:

To apply for a position, you should select the post you are interested in and complete the application form attached to this position.

To submit an application, you will be required to supply information. The information required will vary depending on the requirements of the post, but will typically include contact details, qualification details, Teaching Council details, NVB number, employment history, referee details and details relating to your eligibility for the post.

Your application cannot be saved so you will need to complete the application as soon as possible. When your application is complete, please ensure to click to submit it. Once your application has been submitted successfully a message will appear on your screen "Thanks, your response was submitted".

Please be aware that once your application is submitted it is not possible to make any further changes/edits.

The online system will be shut down at the closing time for the vacancy (normally 12noon on the closing date unless otherwise indicated on the advert details). If you have not clicked the "Submit" button on the final page of the application form by the deadline, your application will not be considered. You are strongly advised to start the application process as soon as possible to ensure it is submitted in time and that you do not miss the deadline due to unforeseen circumstances e.g. loss of internet connectivity.

Tipperary ETB will only accept full and complete applications submitted via email on the prescribed application form. Tipperary ETB will not accept the following types of applications:

- Late submissions
- Partial application
- Printed/ hard copy application form
- Incomplete application form
- Applications made on incorrect form

We are interested in all employment you have undertaken. If you have not had a full-time teaching job, please give details of any other employment you may have had (work experience, part-time voluntary or holiday work).

Under Teacher Competencies It is important that you detail how you specifically meet each of the essential criteria by providing at least one example for each.

If you have little or no work experience, try to think of things you have done where you can transfer skills used at school or college, such as planning a project or course of work.

You may also have considerable experience such as organising social or community activities – these are skills that can be relevant to the post.

Your personal skills and achievements can be just as relevant as professional experience.

Under Referees, Give the names and contact details of two referees, one of whom must be your current employer (or most recent if unemployed).

If you have not been employed before, give details of teachers/lecturers or others who know you well enough to comment on your ability to do the job. Relatives and friends must not be used.

Tipperary ETB is an Equal Opportunities employer. Please let us know if you need additional assistance from us in order to complete the application form or prior to the selection process.

Use of Information:

When you submit an application, the information you supply will be assessed to ensure you meet minimum eligibility criteria, therefore it is essential that all pages of this form are fully completed and accurate, giving as much detail as possible of your skills and experience relating to this job application as shortlisting will be based on the information gathered from this form. It may then be reviewed by a selection panel that will use it to assess your suitability for the post against the selection criteria. Please note that in addition to minimum qualifications it may be necessary to use further shortlisting criteria.

All posts are assigned to Tipperary ETB, and posts are initially assigned to the school as advertised. Panels may be formed from these posts to the individual school named in the first instance to an equal or lesser post. Tipperary ETB may also take candidates from panels formed for employment in other schools in TETB at equal or lesser posts. Candidates' will be taken by subject area from a panel made in date/time order of interview.

Any such offers of appointment are made in order of applicant ranking at interview.

Panels are managed separately and you must make a separate application for inclusion on the sub teacher panel.

If you are successful in your application, and are offered a post with Tipperary ETB, you will be required to provide original documentary evidence of information submitted on the application form, including qualifications, Teaching Council registration (where appropriate), Garda Vetting (where appropriate), PPS number etc.

If appointed, your application information will be retained as part of your confidential personnel file. If you are unsuccessful, your application will be removed from the system and all associated documents will be confidentially destroyed after 18 months.

Applicant Obligations

Individuals making application for teaching posts in Tipperary ETB must ensure that all information provided as part of the recruitment and selection process is true and accurate to the best of their knowledge and that there are no material omissions. Attempts to canvas or otherwise interfere with or compromise the process in any way may lead to disqualification. Any offer of an appointment is conditional upon verification of the information supplied. Applicants give their consent to Tipperary ETB making such reasonable enquiries as it sees fit in respect of their application. Applicants accept that if they commence employment, Tipperary ETB will be entitled to terminate their contract without notice or withdraw the offer of employment if information in their application is untrue or inaccurate or if there are material omissions from it. This also applies to any medical questionnaire/forms applicants may complete.