**Kerry Education & Training Board**

**Music Tutor Application Form**

**Post:**

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**1. Personal Details**

Your last name/family name Firstname

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Permanent home address

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Home telephone no. Work telephone no.

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Mobile no. Email address

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**2. Current Or Most Recent Appointment**

Are you currently employed by Kerry ETB?

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

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

**(a) Current employees of Kerry ETB**

Department/school/ adult education centre/ section

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Title of post

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Current Annual Salary Starting date

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**(b) External applicants - where you work now, or your last job**

Employer’s name

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Employer’s address

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Starting date Leaving date (if applicable)

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Position held

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**3. Previous Appointments**

**What jobs have you had in the past?**

Please list all your previous appointments. This should also include voluntary and temporary work. Continue on a separate sheet if necessary.

Dates employed Name & address Position held & Reason for

to/from of employer nature of work leaving

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**4. Professional Qualifications**

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| **Award** | **Institution** | **Areas of study** | **Year** | **Level of Award** |
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You will be required to provide evidence of any academic qualifications stated.

**5. Professional Performance Experience**

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

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**7. Supporting Statement**

**How you meet the selection criteria**

Drawing upon your experience, skills, abilities and qualifications explain how you meet the requirements of the pool.

Please try and limit your response to no more than three A4 size pages.

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**8 Details Of Referees**

Please give the names and addresses of two referees. One should be your present employer, or your most recent employer if you are currently unemployed. 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 only as a friend. If you are unable to provide these please give details of someone who knows you in other than a personal capacity and who is prepared to provide a reference for you.

**1st Referee 2nd Referee**

Name Name

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Organisation name and address Organisation name and address

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Telephone no./ext and email address Telephone no./ext and email address)

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Position held Position held

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Your work connection with this referee Your work connection with this referee

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May we contact this person before May we contact this person before

interview? [ ]  Yes [ ]  No interview? [ ]  Yes [ ]  No

If you were known by another name If you were known by another name
when employed please specify: when employed please specify:

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Dates of employment to/from (if applicable) Dates of employment to/from (if applicable)

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**9. Important Information**

**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. Kerry 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.

**Declaration**

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 Kerry ETB making such reasonable enquiries as it sees fit in respect of my application.

I accept that once I have commenced employment, Kerry ETB will be entitled to terminate my contract without notice if information in this application is untrue or inaccurate or if there are material omissions from it.

Signature Date

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Please submit completed application form, together with CD of performance/composition work and return to Human Resources Department, Kerry Education & Training Board, Centrepoint, John Joe Sheehy Road, Tralee, Co. Kerry, V92 P2FE. Tel.: 066-7121488, Fax: 066-7117572. No C.V.’s only official application form will be accepted.

**Garda Vetting will take place.**

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

**Kerry Education & Training Board is an equal opportunities employer.**