



# Required Documents for Job Applications

The Teachanywhere registration process is designed to present candidates in the best light to potential employers - we don't just send a CV as a job application but instead provide everything the school may need to make a hiring decision, write a customised profile for you and send it directly to the hiring managers who we have existing relationships with. This gives you the best chance of impressing and also helps stop potential issues coming up later.

The below list is split into 3 categories:

## **Minimum requirements for applications (bold and underlined)**

This is the bare minimum we need to be able to send you to any schools - specific schools may ask for different things so if you have only completed the minimum requirements and nothing else you will still be ineligible to apply for certain roles. Your consultant can advise you of this in further detail.

## ***Compliance requirements (bold and italics)***

These are all essential for us to have before you start a role, and for a large number of schools some or all are required for your application to be considered. You should send these to us as soon as possible but if there are any problems with them just tell your consultant and don't put the whole process on hold.

## **Desirable (bold)**

These can either be things that will make it easier for us to make your profile impressive and obtain a role or they can be required for certain job applications, although they are not required for our compliance. Send all that you can and your consultant will tell you if anything extra is required.



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So here's the list:

## [Your CV, in Word \(.doc/.docx\) format.](#)

You can use our template or if you send your own it should include the following;

- [Date of Birth](#)
- [Nationality](#)
- [Marital status and any dependants](#)
- [Skype contact information](#) - if you don't have Skype let your consultant know
- [Details of all relevant experience](#) (including school names and dates)
- [Details of all qualifications](#) (including awarding body and dates)
- **A 2-3 paragraph profile summary** - we can provide help on how to do this
- **Detailed information of the roles/responsibilities you have done in each of your jobs** - including extracurricular and attainment levels

## [Photograph for your profile](#)

This does not need to be a passport photo (you can smile) but should be professional looking (no bared shoulders, workplace appropriate clothing) - a selfie is fine. Try to avoid graduation photos or photos taken at parties/gatherings.

## [Confidential references](#)

These need to be obtained directly from your referees, so you need to make sure they are happy to provide a reference and then send us their contact information. We must have received **[at least one reference response](#)** to meet our application criteria and need ***at least two references including one from your current/most recent headteacher*** to meet our compliance criteria and the criteria for many schools. References play a major part in schools' hiring decisions and so if we are able to get more than two references it will increase your chances of success, so don't just stick to the minimum - the more positive references we have the more likely you are to impress schools and get the job!

- Referees should **[be from the last 3 years of employment](#)** and someone **[who worked senior to you](#)** (Principal/Headteacher, Deputy/Assistant Principal, Head of Department/Key Stage etc.) If you are not comfortable getting a reference from your current principal immediately some schools will be happy to wait until you have been offered a role to obtain this.
- We will email the referees a form which takes less than 5 minutes to complete - it's strongly recommended to discuss with them that they will receive this and encourage them to complete it quickly.



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## ***Police clearance***

In-date DBS/Garda vetting/Police check - if the one you have is old just send that to us as it's better to get a new one after you've secured a role.

## ***Passport***

A scan/photo of your passport ID page

## ***Qualifications***

A scan/photo of relevant qualifications, including:

- ***Bachelors degree and teaching*** qualification - (these may be the same thing, for example if you have a Bachelor of Education)
- ***Teaching Registration*** - this can vary depending on where you are registered, it can be QTS, Department of Education, Teaching Council or State Registration
- ***Transcripts of your Bachelors degree and teaching qualification*** are also required for some job roles - they can be difficult to obtain for some people, if that's the case it may just rule out some options
- ***Additional Qualifications*** - Masters, PhD, Montessori, TEFL/IELTS certificate etc

## ***Application forms, cover letters and other documents***

For a few schools and roles you may be required to provide a bit extra - you only need to worry about these if your consultant asks for them.

That's it... It's important to stress that if you are missing anything just send what you have and let your consultant know. If there are special circumstances we can sometime discuss with the schools and make exceptions so don't delay everything just because you are missing one or two things!