



# 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.

You should send the below to us as soon as possible but if there are any problems with them just tell your consultant and we can discuss this with you.

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

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

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 telling the school about yourself and educational ethos - 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

## 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 including their school/work based email address. We must have received at least one reference response to start putting you forward for job opportunities 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 upon acceptance of an offer.

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!

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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.

## 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 sometimes discuss with the schools and make exceptions so don't delay everything just because you are missing one or two things at application stage!

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