

## To Register as a Part-time Substitute Teacher

You will be required to submit the following information on the Form when you Register:

1. Name, Address, Mobile Number and email address.
2. Teaching Council Registration Details. If your registration is pending, please insert where applicable on the form.
3. Subject 1/Subject 2 as per Teaching Council Registration. If your subjects are awaiting registration, please enter your Degree Subjects
4. You will be asked to complete details of your Degree Qualifications including Name of Degree, College/University attended, Year Completed and Result.
5. Teaching Training Qualification, College Attended, Year Completed and Result. If you do not have a Teacher Training qualification, please enter this on the form.
6. Previous Experience with Donegal ETB. If no previous experience, select Not Applicable on the Form.
7. Attachments: You are required to upload a number of files to the Form including an up-to-date CV, your Garda Vetting Disclosure Letter and two written References
8. Garda Vetting is a prerequisite to commencing employment with Donegal ETB. Your details will not be made LIVE until your Garda Vetting is processed.
9. To submit your details to the HR Department click **Submit**
10. The information provided by you on this form will be submitted directly to the Recruitment and Selection Team of Donegal ETB, who will check and collate the details and make details available to Line Managers. The Line Manager will make direct contact with the Teacher should a Substitute vacancy arise.
11. Your personal data will be made available to relevant line Managers which may include Donegal ETB Post Primary Principals, Deputy Principals, Adult Education Officers (in respect of VTOS/PLC Teachers) and/or Director of Schools/Director of FET as appropriate.
12. **DATA PROTECTION**

The Human Resources Division of Donegal ETB will treat all information including personal data which you provide as confidential, subject to Donegal ETB's responsibilities under the Data Protection Acts. The main purpose for which Donegal ETB requires the personal data provided by you, is to process your application to be considered for inclusion on the Part Time Substitute Teacher Panel.

Donegal ETB's Privacy Notice sets out further information on the collection of your personal data. Full details of Donegal ETB's Data Protection Policy outlines how we will use your personal data as well as information regarding your rights as a data subject. Further information is available on the webs [HERE](#)