NOTE / NÓTA:

ON COMPLETING THE APPLICATION FORM, PLEASE COMPLETE THE FOLLOWING ESSENTIAL STEPS:

1. Complete Correct Application Form for the post, for which you are applying *(e.g. Ad. 11 Teacher Application Form 2026-2027 is required for Positions advertised in Teacher Advertisement No. 11 2026-2027).*
2. Save completed Application Form as a PDF document, using your name as File Name (e.g. John Smith).
3. Compose New E-mail to employment@msletb.ie
4. Insert Correct six digit Reference Number in subject line of E-mail e.g. (PP1234 or FE1234)
5. Insert saved PDF Application Form as an attachment.
6. Send E-mail to employment@msletb.ie

N.B. Please attach only one application per email. Only Applications saved in PDF format will be accepted.

CLOSING DATE FOR RECEIPT OF COMPLETED APPLICATION FORMS IS NOT LATER THAN 12.00 NOON ON MONDAY 16th NOVEMBER, 2026.

DÁTA DEIRIDH D'IARRATAIS CHOMHLÁNAITHE A BHEITH FAIGHTE NÁ 12.00 MEÁN LAE DÉ LUAIN 16Ú SAMHAIN 2026
Please apply only for positions for which you are qualified. Ná cuir isteach ach ar phoist atá tú cáilithe.

1. Applicants who wish to be considered for more than one advertised post must complete a separate application form in respect of each post / *Ní mór d'iarratasóirí ar mian leo cur isteach ar níos mó ná post amháin atá fógartha foirm iarratais ar leith a chomhlánú i leith gach post.*

2. It is essential to use the **correct application form** for the post, for which you are applying. *(e.g. Ad. 11 Teacher Application Form 2026-2027 is required for Positions advertised in Teacher Advertisement No. 11 2026-2027)* ***Previous or Edited versions will not be accepted.***

3. **Correct Reference Number** and **Title of Post** must be quoted on the Application Form / *Ní mór teideal an phoist agus Uimhir Thagartha a lua ar an bhFoirm Iarratais.*

4. **Applications are only accepted by email to: employment@msletb.ie Ni ghlactar le hiarratais ar riomhphost ach amhain tri employment@msletb.ie**. CV's will not be accepted. Ní ghlacfar le CV.

5. **It is vital to insert Reference Number of Post on the "subject line" of your email. Please attach only one Application Form per email.**

6. Applications will not be accepted via hard copy or fax / *Ní ghlacfar le hiarratais ar facs nó Cóip Chrua.*

7. Applicants will only be contacted by email so please ensure correct email is inserted on Application Form.

8. Any offer of employment with Mayo, Sligo and Leitrim Education and Training Board will be conditional on the teacher being registered in accordance with Section 30 of the Teaching Council Act, 2001. For more information see the Teaching Council Website www.teachingcouncil.ie. / *Déanfar aon tairiscint ar fhostaíocht le Bord Oideachais agus Oiliúna Mhaigh Eo, Shligigh agus Liatroma ar an gcoinníoll go mbeidh an múinteoir cláraithe*

faoi réir Alt 30 den Acht um Chomhairle Mhúinteoireachta, 2001. A thuilleadh eolais ar fáil ar shuíomh gréasáin na Comhairle Mhúinteoireachta www.teachingcouncil.ie

9. The post(s) will be filled in accordance with the Department of Education and Youth guidelines and relevant Circular Letters. / *Líonfar an post / na poist faoi réir threoirlínte agus Chiorcláin ábhartha na Roinne Oideachais agus Óige.*

10. Teachers are appointed to the staff of Mayo, Sligo and Leitrim Education and Training Board and may be assigned to any of the Board's Schools or Centres, as circumstances require. / *Ceaptar Múinteoirí ar fhoireann Bhord Oideachais agus Oiliúna Mhaigh Eo, Shligigh agus Liatroma agus d'fhéadfaí iad a ainmniú d'aon Scoil nó Ionad de chuid an Bhoird, de réir mar is gá.*

11. Some of the posts advertised may not be filled. / *D'fhéadfadh sé nach líonfaí cuid de na poist a fhógrófar.*

12. The initial location, duration and provisional hours of work as listed, may be subject to change.

13. This E.T.B does not acknowledge receipt of completed Application Forms. / *Ní chuireann an Bord Oideachais agus Oiliúna seo admháil ar fáil I leith Fhoirmeacha Iarratais comhlánaithe.*

14. Shortlisting may apply. / *D'fhéadfadh gearrliostú a bheith i gceist*.

15. Canvassing will disqualify. / *Dícháileofar éinne a dhéanann canbhasáil*.

16. Incomplete Applications will not be accepted. / *Ní ghlacfar le hiarratais neamhiomlána*.

17. **Garda Vetting** is mandatory. ***(Please refer to Teaching Council Garda Vetting Note)***

18. Mayo, Sligo and Leitrim Education and Training Board is an Equal Opportunities Employer / *Is Fostóir Comhionannais Deiseanna é Bord Oideachais agus Oiliúna Mhaigh Eo, Shligigh agus Liatroma.*

19. Vacancies are subject to the post not being required for the Department of Education and Youth Redeployment process. / *Braitheann na folúntais ar an bpost gan a bheith de dhíth ar an Roinn Oideachais agus Óige don phróiseas athlonnaithe múinteoirí.*

20. Mayo, Sligo and Leitrim Education and Training Board is registered as a Data Controller. / *Tá Bord Oideachais agus Oiliúna Mhaigh Eo, Shligigh agus Liatroma cláraithe mar Rialaitheoir Sonraí*

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21. **Please do not send general employment queries to the employment inbox. All email queries to infomayo@msletb.ie**

22. All further correspondence with applicants will be by email.

Completed Application Form in, PDF format, should be returned to / *Seol Foirmeacha Iarratais comhlánaithe ar ais chuig:* **employment@msletb.ie**

Closing date for receipt of completed Application Forms, by email only, is not later than 12.00 noon on Monday, 16th November 2026. / *Dáta deiridh d'Iarratais Chomhlánaithe a bheith aighte ná 12.00 meán lae Dé Luain 16ú Samhain 2026.*