



**msletb**

Bord Oideachais agus Oiliúna  
Mhaigh Eo, Shligigh agus Liatroma  
Mayo, Sligo and Leitrim  
Education and Training Board

**SUBSTITUTE TEACHER PANEL 2024 / 2025**

**(Post Reference number : ST2425)**

**NOTE / NÓTA:**

**1. Garda Vetting is mandatory.**

- Please share your National Vetting Bureau **Digitary Core link** with [tcvetting@msletb.ie](mailto:tcvetting@msletb.ie) to allow MSLETB access your Garda Vetting Disclosure as issued to the Teaching Council by The National Vetting Bureau.

**Or**

- Please contact the HR Department, MSLETB, Quay St., Sligo to request the MSLETB National Vetting Bureau Application Form (NVB1) in order to commence the MSLETB Garda Vetting Process.
2. Please confirm current Registration from the Teaching Council and subjects registered to teach on Page 1 of your application form / *Deimhnigh an Clárú reatha ón gComhairle Mhúinteoireachta agus na hábhair atá cláraithe le múineadh ar leathanach 1 d'fhoirm iarratais*
  3. 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](http://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](http://www.teachingcouncil.ie)*
  4. The post(s) will be filled in accordance with the Department of Education and Skills' guidelines and relevant Circular Letters. / *Líonfar an post / na poist faoi réir threoirínte agus Chiorcláin ábhartha na Roinne Oideachais agus Scileanna.*
  5. 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.*
  6. This E.T.B does not acknowledge receipt of completed Application Forms. / *Ní chuireann an Bord Oideachais agus Oiliúna seo admháil ar fáil leith Fhoirmeacha Iarratais comhlánaithe.*
  7. Canvassing will disqualify. / *Dícháileofar éinne a dhéanann canbhasáil.*
  8. MSL ETB reserves the right to contact the Referees as supplied by you on your Application Form without contacting you in advance.
  9. **Applications are only accepted by email to: [employment@msletb.ie](mailto:employment@msletb.ie) Ni ghlactar le hiarratais ar ríomhphost ach amháin trí [employment@msletb.ie](mailto:employment@msletb.ie).** CV's will not be accepted. Ní ghlacfar le CV.

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

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

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

13. 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.*

14. 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.*

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

**N.B. ONLY APPLICATIONS CONTAINING THE SIX DIGIT REFERENCE NUMBER IN THE SUBJECT LINE OF THE EMAIL WILL BE ACCEPTED.**

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

1. Save completed Application Form as a PDF document, using your name as File name (e.g. John Smith). Only Applications received in PDF format will be accepted.
2. Compose New E-mail to [employment@msletb.ie](mailto:employment@msletb.ie)
3. Insert Correct Reference Number in subject line of E-mail. Please only enter 6 digit reference number in subject line of email as it appears on advertisement (do not include spaces/dashes/additional words e.g. ST2425 )
4. Insert saved PDF Application Form as an attachment.
5. Send E-mail to [employment@msletb.ie](mailto:employment@msletb.ie)

