**APPLICATION FORM**

**Please note:**

The Application Form must be **TYPED.** Handwritten forms will not be accepted.

All questions must be answered.

Do not change the question numbers or sequence.

Boxes may be expanded as required – please comply with maximum word count requirements.

**No letter of application, CV or written reference should accompany this form.**

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| **APPLICATION FOR THE POST OF**  **TEMPORARY ASSISTANT STAFF OFFICER GRADE IV**  **IT DEPARTMENT** |

1. **PERSONAL DETAILS**

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| **First Name:** | **Surname:** |
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| **Home Address:** | **Correspondence Address: *(if different)*** |
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| **Home Phone Number:** | **Mobile Phone Number:** |
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| **Email Address:** *this is the primary method of communication* |  |

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| **Irish**: |
| Knowledge/Level of Irish: ( ✓ ) Good Fair Weak  Please note: “good” means being capable of performing the duties of office through the medium of Irish. |

1. **PRESENT POSITION**

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| **Please give details of your current position:** | | |
| **Organisation name and address:** | **Job Title:** | **How much notice do you need to give your current employer?** |
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1. **QUALIFICATIONS**

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| **3.1 Primary Degrees/Diplomas Title**: | |
| **University/Institute/College:** | |
| **Qualification (Pass/Hons):** | **Awarding Body:** |
| **Year of Entry:** | **Year Qualified:** |
| **Subjects studied:** | |

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| **3.2 Post Graduate Degrees/Diplomas Title:** | |
| **University/Institute/College:** | |
| **Qualification(Pass/Hons):** | **Awarding Body:** |
| **Year of Entry:** | **Year Qualified:** |
| **Subjects studied:** | |
| **University/Institute/College:** | |
| **Qualification (Pass/Hons):** | **Awarding Body:** |
| **Year of Entry:** | **Year Qualified:** |
| **Subjects studied:** | |

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| * 1. **Other Skills Training/Courses relevant to this Post:** | | |
| **Year attended** | **Title of Skills Training/Courses** | **Training Body** |
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1. **FORMAL/NON-FORMAL LEARNING**

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| This may include IT upskilling, involvement in partnership committees/sub-committees, attendance at  Seminars, representative role(s) and other professional development |
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1. **OTHER RELEVANT EXPERIENCE**

| **5.1 Please provide details of your work history beginning with the most recent position:** | | | | |
| --- | --- | --- | --- | --- |
| **Dates**  **(From/To)** | **Name & Address of**  **Employer** | **Position Held &**  **Whole-time or Part-time** | **Summary of Main Duties** | **Reasons for Leaving** |
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1. **THE ROLE AND FUNCTION OF ASSISTANT STAFF OFFICER**

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| A number of key competencies have been identified as being essential for the effective performance of the role and function of **ASSISTANT STAFF OFFICER**  These competencies are as follows:   * People Management * Analysis and Decision Making * Delivery of Results * Interpersonal and Communication Skills * Specialist Knowledge, Expertise and Self Development * Drive and Commitment to Public Service Values |
| **Outline an example(s) on the following pages of how and where you have displayed each of these competencies (no more than 250 words per competency). The example(s) may be drawn from your experience in various settings including professional, social, sporting or voluntary.** |

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| **6.1 People Management:** |
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| **6.2 Analysis and Decision Making:** |
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| **6.3 Delivery of Results:** |
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| **6.4 Interpersonal and Communication Skills:** |
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| **6.5 Specialist Knowledge, Expertise and Self Development:** |
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| **6.6 Drive and Commitment to Public Service Values:** |
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1. **SUPPORTING STATEMENT**

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| **7.1 Statement**  This section is for you to provide further information in support of your application. You should demonstrate why you have applied for the position and outline any other knowledge/expertise or attributes which you consider pertinent to the role of Assistant Staff Officer. |
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1. **REFERENCES**

Please provide names, addresses and position/occupation of two people (other than relatives or friends) with knowledge of you and your work to whom professional reference can be made. One should be your current or most recent employer. [*Please note: your referees may be contacted without further communication with you]*.

***Present or most recent employer:***

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| **Name & Title:** | **Position Held:** | **Telephone/Mobile:** | **Email:** |
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| **Full address:** | | | |
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***Other referee:***

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| --- | --- | --- | --- |
| **Name & Title:** | **Position Held:** | **Telephone/Mobile:** | **Email:** |
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| **Full address:** | | | |
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1. **DECLARATION**

**If this section is not completed, your application will not be considered for processing.**

Have you been investigated by the Gardaí, HSE, or your employer in relation to substantiated complaints made concerning your treatment of children?

YES  NO

Were you the subject of any allegation of criminal conduct or wrongdoing towards any individual(s)?

YES  NO

Are you aware of any material circumstance in respect of your own conduct which touched/touches on the welfare of a minor?

YES  NO

Are you aware of any material circumstance in respect of your own conduct which touched/touches on the welfare of an adult?

YES  NO

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| **If you tick Yes to any of the above, please provide details:** |

Please note that it is a fundamental term of your employment that you make appropriate full disclosure in respect of the questions outlined above. You should also note that if the centre is satisfied, in the future, that you have made an incomplete or inaccurate disclosure, you may face disciplinary action, up to and including dismissal.

The centre undertakes that all responses furnished by you in respect of the above questions will be treated as confidential, subject to any reporting obligations which may be imposed on the centre, pursuant to “Children First” published by the Department of Children and Youth Affairs, the Child Protection Procedures published by the Department of Education and Skills or pursuant to any legal obligation imposed on the centre to facilitate the effective investigation of crime.

In the event of your being recommended for appointment to this position GRETB is obliged to comply with the terms of current DES Circular Letters.

The ETBs policy is that all newly appointed staff will be vetted via An Garda Síochána and that the outcome of the vetting will be considered in the light of the centre’s vetting policy. This applies in respect of all appointments in centre settings.

1. **DECLARATION AND SIGNATURE**

You are required to sign the declaration below certifying that all information you have provided is accurate.

The Selection Committee may wish to check any of the details you have provided.

Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.

I declare that the information supplied in this application form is accurate and true.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed application forms (*4 copies*) must be submitted, by post or hand-delivery only, to:

**Recruitment Division,**

**Galway & Roscommon ETB,**

**An Coiléar Bán,**

**Athenry,**

**Co. Galway.**

**By 12.00 noon on Thursday, 2nd November, 2017.**

Shortlisting of applicants may apply. Applications will not be accepted via fax or e-mail. Late applications will not be considered.

Galway & Roscommon Education & Training Board is registered as a Data Controller.

Galway & Roscommon ETB is an equal opportunities employer*.* Recruitment to posts within GRETB is on the basis of merit as assessed at interview and supported by references.