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**APPLICATION FOR APPRENTICESHIP INSTRUCTOR POST**

**Electrical / Electrical Instrumentation – Reference No : ELEP24**

**Please complete all sections of this form.**

**All applications will be treated as confidential**

1. **Personal details**

|  |  |
| --- | --- |
| **Surname:** |  |
| **First Name(s):** |  |
| **Home Address:**  **Eircode:** |  |
| **Contact Details:**  **Mobile:**  **E-mail:** |  |
| **Eligibility Criteria:** | **do you hold a relevant trade qualification? Yes 🞐**  **are you eligible to work in the republic of ireland? Yes 🞐** |

**PREFERRED OPTIONS**

Please indicate which type of Post you would be interested in:

Fulltime Permanent p Part-Time p Casual/Cover p

Were you previously employed as an apprenticeship Instructor

In any capacity. If so, please give details  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TRAINING QUALIFICATIONS**

Do you hold a recognised training qualification? Yes p (give details below) p No\*

**(all applicants taking up a post who do not hold a formal qualification will be required to undergo an accredited training delivery course as part of the induction process)**

1. **Education/Training & qualifications- (you will be required to provide evidence of qualifications at selection stage)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Craft / College / School** | **From**  **(mm/yy)** | **To**  **(mm/yy)** | **Course** | **Qualification Obtained**  **& NFQ Level** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Employment history**

**Please give details of your work history beginning with the most recent position. Note: Please Copy and Paste the table below to add information on other relevant employment.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Address of Employer:** |  | | | |
| **Job Title:** |  | | | |
| **Duration:** | **From: (month & Year)** |  | **To: (month & year)** |  |
| **Job Details and Responsibilities:** | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Address of Employer:** |  | | | |
| **Job Title:** |  | | | |
| **Duration:** | **From: (month & Year)** |  | **To: (month & year)** |  |
| **Job Details and Responsibilities:** | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Address of Employer:** |  | | | |
| **Job Title:** |  | | | |
| **Duration:** | **From: (month & Year)** |  | **To: (month & year)** |  |
| **Job Details and Responsibilities:** | | | | |

1. **EXPERIENCE**

**All applicants will be assessed across the following areas:**

* Relevant experience and knowledge of the trade
* Teaching / Instructing / Training ability
* Managing People & resources
* Communications skills-(which will be assessed through your application & interview)

**Please give details below of your relevant experience across the following 3 assessment areas.**

|  |
| --- |
| 1. **Relevant experience and knowledge of the trade** |
|  |
| 1. **Teaching/Instructing/Training experience or ability** |
|  |
| 1. **Managing People & Resources** |
|  |

1. **References**

Please give details of two referees, one which must be your current or last employer (other than relatives or friends). Referees will only be contacted where applicants are in consideration for an appointment. Any appointment will be subject to receipt of satisfactory references.

|  |  |
| --- | --- |
| **Referee No. 1** | **Referee No.2** |
| Name:  Relationship to you:  Position:  Address:  Contact Phone:  Contact email: | Name:  Relationship to you:  Position:  Address:  Contact Phone:  Contact email: |

1. **ADDITIONAL INFORMATION**

**TRAINING QUALIFICATIONS**

Do you hold a training qualification Yes p p No\*

**(all applicants taking up a post who do not hold a formal qualification will be required to undergo an accredited training delivery course as part of the induction process)**

**PERIOD OF NOTICE**

How soon after an offer of appointment would you be able to take up employment?

**ADVERTISING**

Where did you see this position advertised?

**DECLARATION AND SIGNATURE**

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

***NOTE:***

**N.B. 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. Reference).**

**ONLY APPLICATIONS CONTAINING THE 6 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)**

**2. Compose New E-mail to** [**employment@msletb.ie**](mailto:employment@msletb.ie)

**3. Insert Correct Reference Number ELEP24 in subject line of E-mail.**

**4. Insert saved PDF Application Form as an attachment.**

**5. Send E-mail to employment@msletb.ie**

**N.B. Only Applications saved in PDF format will be accepted.**

CLOSING DATE FOR RECEIPT OF COMPLETED APPLICATION FORMS IS **NOT LATER THAN 12.00 NOON MONDAY, 13th May 2024.**

1. Staff appointed to Mayo, Sligo and Leitrim ETB will be subject to a certificate of Medical Fitness and Garda Vetting.
2. **Applications are only accepted by email to:** [**employment@msletb.ie**](mailto:employment@msletb.ie) **Ni ghlactar le hiarratais ar riomhphost ach amhain tri** [**employment@msletb.ie**](mailto:employment@msletb.ie). CV’s will not be accepted. Ní ghlacfar le CV.
3. **It is vital to insert Reference Number of Post on the “subject line” of your email.**

Only Applications containing the 6 digit reference number in the subject line of the email will be accepted.

1. Applications will not be accepted via hard copy or fax / *Ní ghlacfar le hiarratais ar facs nó ríomhphost.*
2. Applicants will only be contacted by email so please ensure correct email is inserted on Application Form.

1. Successful candidates are appointed to the staff of Mayo, Sligo and Leitrim Education and Training Board and may be assigned to any of the Board’s Training Centres, as circumstances require. / *Ceaptar iarrthóiri ar é*i*righ leo ar fhoireann Bhord Oideachais agus Oiliúna Mhaigh Eo, Shligigh agus Liatroma agus d’fhéadfaí iad a ainmniú d’aon Ionad de chuid an Bhoird, de réir mar is gá.*
2. 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.*
3. Shortlisting may apply. / *D’fhéadfadh gearrliostú a bheith i gceist*.
4. Canvassing will disqualify. / *Dícháileofar éinne a dhéanann canbhasáil*.
5. Late Applications will not be accepted. / *Ní ghlacfar le hiarratais dhéanacha*.

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

14. Garda Vetting is mandatory.

15. 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.*

16. 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*

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

Closing date for receipt of completed Application Forms, **by email only**, is **not later than 12.00 noon on Monday, 13th May 2024.**

**MAYO, SLIGO and LEITRIM EDUCATION and TRAINING BOARD**

**INFORMATION LEAFLET TO APPLICANTS FOR VACANT POSITIONS**

Mayo, Sligo and Leitrim Education and Training Board thanks you for your interest in applying for a position in its educational scheme. I enclose a standard application form which I would ask you to complete and return before the stated closing date for applications.

The Mayo, Sligo and Leitrim Education and Training Board owes a duty of care to its pupils and has a duty to satisfy itself that no person employed by the Committee poses a threat to pupils or staff. The Education and Training Board must therefore make certain enquiries of all applicants for employment in a school/centre and these enquiries will include both:

1. Questions to each applicant at interview (see below) and

2. Enquiries with previous employers, Health Boards and/or Gardai.

The questions which you will be asked at interview may include the following:

• Where have you been residing during the previous five years?

• Were you ever the subject of an enquiry by a Health Board concerning a child welfare matter?

• Were you ever the subject of a Garda criminal investigation arising from a complaint of child abuse.

• Were you the subject of any allegation of criminal conduct or wrongdoing towards a minor.

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

In respect of the Education and Training Board’s enquiries with third parties, I enclose a consent form, confirming your consent to the making of such enquiries and the giving of responses by any relevant Health Boards and/or the Garda Authorities.

Please note that it is a fundamental term of your employment that you make appropriate full disclosure in respect of the questions outlined above, and a fundamental term will be included in any future contract of employment to this effect. You should also note that if the Education and Training Board is satisfied, in the future, that you have made incomplete or inaccurate disclosure, you may face disciplinary action, up to and including dismissal.

The Education and Training Board 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 Education and Training Board, pursuant to “Children First” published by the Department of Health and Children, or pursuant to any legal obligation imposed on the Education and Training Board to facilitate the effective investigation of crime.

**MAYO, SLIGO and LEITRIM EDUCATION and TRAINING BOARD**

**FORM OF CONSENT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

hereby confirm my consent to the Chief Executive or delegated Officer of Mayo, Sligo and Leitrim Education and Training Board to make such enquiries as it considers necessary to a Health Board and/or Garda Authority in order to satisfy its requirements that my employment poses no threat to its pupils or staff and I consent to the giving of responses by any relevant Health Board and/or Garda Authority to the Chief Executive or delegated Officer of Mayo, Sligo and Leitrim Education and Training Board.

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