***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**

**3. Insert Correct Reference Number 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 ON TUESDAY 4TH MARCH 2025**

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 Ni ghlactar le hiarratais ar riomhphost ach amhain tri** 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 Schools or 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 Scoil nó 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 Tuesday, 4th March 2025 /** *Dáta deiridh d’Iarratais Chomhlánaithe a bheith faighte ná* ***12.00 MEÁN LAE, de Mháirt, 4ú Márta 2025.***

**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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GUIDELINES FOR COMPLETING OF THE APPLICATION FORM**

**General (Primary/ Second/Third Level) Education**

State any qualifications you have obtained. Should you be successful at interview, you will be required to produce the original certificates of any qualifications listed**.**

**Employment Record Details** - Start with your current/most recent employer and work retrospectively. You should also give reasons for any gaps in your employment.

**Work Experience -** Please consider the selection criteria listed in the job specification – the knowledge and skills required for the job before answering this section. Provide evidence that you possess the criteria required – be specific and give examples.

**Personal Disclosure Form** – You are asked to confirm that nothing within your personal or professional background deems you unsuitable for employment with Mayo, Sligo and Leitrim Education and Training Board. Recommended applicants will be required to complete a Garda Vetting Enquiry Form to enable a vetting check by the Garda Vetting Unit. Please note that failure to disclose information in this regard will render any offer of employment invalid.

**Declaration –** You are asked to confirm that all the information you provide is true and accurate. Applicants who are subsequently found to have given false information may be disqualified from this competition or have any offer of employment withdrawn**.**

|  |  |  |
| --- | --- | --- |
| **Closing Date for receipt of completed Application Forms – 12:00 noon on Tuesday,4th March, 2025 (by email only and CONTAINING THE 6 DIGIT REFERENCE NUMBER IN THE SUBJECT LINE OF THE EMAIL)** | | |
| **reference number** | **post title** | **initial location** |
| **GRVP25** | Grade v | **Mayo, Sligo or Leitrim** |

1. **Mr/Ms/Mrs: Surname:**  **First name(s):**

**Name on Birth Certificate:**

*(if different from above)*

**2. Home Address 1:**

**Home Address 2:**

**Home Address 3:**

3. Contact Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Mobile No. |  | Tel: (home) |  | Tel: (work) |  |
|  |  |  |  |  |  |
| Email: |  | | |  |  |

**Special Requirements:**

Please detail any special needs or requirements you may have, and how these can be facilitated during the recruitment process

**Yes 󠅰󠅰 No 󠅰󠅰**

If Yes, please provide details:

|  |
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**Driving Licence:**

Do you hold an unendorsed Full Category B valid Driving Licence which allows you to drive in Ireland?

**Yes 󠅰󠅰 No 󠅰󠅰**

**PARTICULARS OF EDUCATION / QUALIFICATIONS / EXPERIENCE**

**\*NB It is mandatory for** Candidates to complete the below education section in full. Carefully detailing Level & Grade of award etc. in full.

Failure to complete this section may deem your application unsuitable for shortlisting purposes

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School, College, University or Examining Authority** | **Qualification Obtained** | **Year in which Qualification was obtained** | **Subjects /Modules** | **Level & Grade of Award Obtained (e.g. Level 8**  **2:1 Honours)** | |
|  |  |  |  | **Level:** |  |
| **Grade:** |  |
| **Pass/Honours** |  |
|  |  |  |  | **Level:** |  |
| **Grade:** |  |
| **Pass/Honours** |  |
|  |  |  |  | **Level:** |  |
| **Grade:** |  |
| **Pass/Honours** |  |
|  |  |  |  | **Level:** |  |
| **Grade:** |  |
| **Pass/Honours** |  |
|  |  |  |  | **Level:** |  |
| **Grade:** |  |
| **Pass/Honours** |  |

**4. Employment Section –** Give particulars of previous employment (most recent first)

(Give below, in date order (starting with your current employer), full particulars of all employment between the date of leaving school/college and the present date. No period between the dates should be unaccounted for.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer**  **Name & Address** | **Title of Post Held** | **Brief Description of**  **Duties** | **From (Month, Year)** | **To (Month, Year)** |
|  |  |  |  |  |
| **Reason for Leaving** | | | | | |
| **Employer**  **Name & Address** | **Title of Post Held** | **Brief Description of**  **Duties** | **From (Month, Year)** | **To (Month, Year)** |
|  |  |  |  |  |
| **Reason for Leaving** | | | | | |
| **Employer**  **Name & Address** | **Title of Post Held** | **Brief Description of**  **Duties** | **From (Month, Year)** | **To (Month, Year)** |
|  |  |  |  |  |
| **Reason for Leaving** | | | | | |
| **Employer**  **Name & Address** | **Title of Post Held** | **Brief Description of**  **Duties** | **From (Month, Year)** | **To (Month, Year)** |
|  |  |  |  |  |
| **Reason for Leaving** | | | | | |

Knowledge/Level of Irish:( ✓ ) Good Fair Not good

Please note: “good” means being capable of performing the duties of office through the medium of Irish

**Application Form – Key Achievements Section**

**N.B. Please consider carefully the information provided in the Job Description / Person Specification before completing this section**

In the following section of the application form we are interested in finding out what you consider to be the key strengths and achievements, which make you particularly suitable for the role of

**Grade V** in the context of the specific competencies identified for the role.

Please provide the following information:

* Summarise your experience to date under the competency heading.
* Describe one example that illustrates your competency under the heading, briefly describing the background/nature of the task, problem, objective, what you did and the outcome.

**You should not exceed 200 words in any of the sections. You should utilise bullet points rather than lengthy text answers to complete this section.**

|  |
| --- |
| 1. **Team Working/Supervisory Skills** |
| * Demonstrates excellent team working skills * Provides clear direction to team members about performance expectations and oversight to ensure timely, quality delivery of service required. |

1(a) Summarise your experience to date (**relevant to this role**) under this competency. (Do not exceed 200 words)

1(b) Describe one specific example that illustrates your competency (**relevant to this role**) briefly describing the background/nature of the task, problem, objective, what you did and the

outcome. (Do not exceed 200 words).

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| 1. **Interpersonal and Communication Skills** |
| * Builds and maintains contact with colleagues and other stakeholders to assist in performing roles * Encourages open and constructive discussions around work issues * Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances * Presents information clearly, concisely and confidently when speaking and in writing |

2(a) Summarise your experience to date (**relevant to this role**) under this competency. (Do not exceed 200 words).

2(b) Describe one specific example that illustrates your competency (**relevant to this role**) briefly describing the background/nature of the task, problem, objective, what you did and the outcome. (Do not exceed 200 words).

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| 1. **Information Management & Decision Making** |
| * Candidates are required to have well developed information management and decision making skills. * Make sound appropriate decisions in a confident manner and can justify and stand by them. |

3(a) Summarise your experience to date (**relevant to this role**) under this competency. (Do

not exceed 200 words).

3(b) Describe one specific example that illustrates your competency (**relevant to this role**)

briefly describing the background/nature of the task, problem, objective, what you did

and the outcome. (Do not exceed 200 words).

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| 1. **Delivery of Results** |

|  |
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| * Taking responsibility and accountability for the delivery of agreed objectives * Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively * Plans and prioritises the work schedule, ensuring the efficient use of all of the resources available and delivering on objectives even with multiple or conflicting demands. |

4(a) Summarise your experience to date (**relevant to this role**) under this competency. (Do not exceed 200 words).

4(b) Describe one specific example that illustrates your competency (**relevant to this role**)

briefly describing the background/nature of the task, problem, objective, what you did and the outcome. (Do not exceed 200 words).

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|  |
| 1. **Specialist Knowledge, Expertise and Self Development** |
| * Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/Organisation and effectively communicates this to others * Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work * Focuses on self-development, striving to improve performance |

5.(a) Summarise your experience to date (relevant to this role) under this competency.

(Do not exceed 200 words)

|  |
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|  |

5.(b) Describe one specific example that illustrates your competency (**relevant to this role**)

briefly describing the background/nature of the task, problem, objective, what you did

and the outcome. (Do not exceed 200 words).

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| 1. **Drive and Commitment to Public Service Values** |
| * Strives to perform at a high level, investing significant energy to achieve agreed objectives * Demonstrates resilience in the face of challenging circumstances and high demands * Is personally trustworthy and can be relied upon * Ensures that customers are at the heart of all services provided * Upholds high standards of honesty, ethics and integrity |

**This competency (Drive and Commitment) will be examined throughout the interview.**

**7. SUPPORTING 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 Administrative Officer

|  |
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Please name at least two responsible persons, to whom you are well known but not related, from whom Mayo, Sligo and Leitrim E.T.B. can request references on your behalf.

|  |  |  |
| --- | --- | --- |
| Name: | 1. | 2. |
| Position: |  |  |
| Institution/Employer: |  |  |
| Address: |  |  |
| Email: |  |  |
| Telephone (work): |  |  |
| Telephone (other): |  |  |
| Mobile:\* |  |  |

\* Please supply mobile contact telephone number where possible

**I CONFIRM THAT I HAVE READ, UNDERSTAND AND ACCEPT THE CONTENTS OF THE CANDIDATE INFORMATION BOOKLET.**

**Signature of Applicant:**  **Date:**

***DATA PROTECTION STATEMENT***

***By applying for any position, working or volunteering with, or otherwise taking up any position within Mayo, Sligo and Leitrim Education and Training Board (MSLETB), you acknowledge that your personal data (including special category personal data) shall be processed by MSLETB. The Privacy Notice attached to this application form gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights.  If you need more information, please see our Data Protection Policy available at*** [***www.msletb.ie***](http://www.msletb.ie)

**Confidential – Personal Disclosure Form**

Have you ever been convicted of a criminal offence or been given a caution? Yes No

If YES, please detail below the nature and date(s) of the offence(s):

FULL NAME (Block Capitals)

ADDRESS (Block Capitals)

PLACE OF BIRTH

Please specify any other name that you are or were previously known by:

Previous Address to above

I confirm that nothing within my personal or professional background deems me unsuitable for employment with Mayo, Sligo and Leitrim Education and Training Board.

I declare that the above information is true and agree that I will abide and accept the terms and conditions of employment should I be successful in my application for a position

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The H.R. Section will treat all the information including personal data which you give as confidential, subject to Mayo, Sligo and Leitrim E.T.B.’s responsibilities under the Data Protection Acts. False declaration could lead to Non Employment or Dismissal.

**Declaration**

**Before signing this form, please ensure that you have replied fully to all questions asked. Offers of employment are subject to verification of candidates’ eligibility for the position applied for.**

**1. I certify that all particulars in this application are true and correct, to the best of my knowledge and belief.**

**2. I am aware that any canvassing, by me, or on my behalf, will disqualify me from the position I am seeking and that any employment offered to me is dependent upon the information given herein being correct.**

**3. I am aware that false or misleading information or deliberate omissions may result in disqualification or the withdrawal of any offer of employment.**

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRIVACY NOTICE**

**for Employees, Volunteers, Board Members, Committee members, etc.**

**By applying for any position, working or volunteering with, or otherwise taking up any position within the ETB, you acknowledge that your personal data (including special category personal data) shall be processed by Mayo, Sligo and Leitrim ETB.**

**This Privacy Notice gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights.**

**If you need more information, please see our Data Protection Policy available at** [**www.msletb.ie**](http://www.msletb.ie)**.**

1. We are Mayo, Sligo and Leitrim Education and Training Board (MSLETB). Our address and contact details are Mayo, Sligo and Leitrim ETB, Head Office, Newtown, Castlebar, Co Mayo, F23 DV78, Telephone 094 9024188.

We provide secondary level education, second chance education; further education and training including apprenticeships; youth work services, community-based education programmes; outdoor education; outreach programmes, specialist programmes, e.g. through Music Generation, School Completion Programmes and other programmes / courses as maybe delivered / funded / sponsored in whole or part or in co-operation with other bodies / agencies, etc. For further information, see section 1 of our Data Protection Policy available at [www.msletb.ie](http://www.msletb.ie).

1. We collect and use your personal data. The personal data we collect includes your name; date of birth; address; contact details; CV and qualifications; vetting outcome; Teaching Council registration; registration with any other professional/accrediting body; PPS number; financial data; images (staff cards, CCTV); medical, health and occupational health data; immigration / work-visa information; information relating to recruitment, promotions, and appointments processes; other IR / HR processes; pensions details, etc.

We use personal data for purposes including: running an efficient service; complying with our obligations as an employer; for recruitment and appointments; allocating resources to our education centres; monitoring the effectiveness of our equal opportunities policies; to discharge our duties to other staff and students; complying with our statutory reporting obligations to Government bodies and EU funding bodies; resolving disputes and defending litigation, etc.

The information we collect about you depends on various factors, e.g. we will hold differing levels of information about a job applicant as compared with a long-standing employee. Certain personal data is collected and aggregated for use on an anonymised basis, e.g. to monitor our compliance with equal opportunities and non-discrimination policies.

For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please go to section 2 of our Data Protection Policy available at [www.msletb.ie](http://www.msletb.ie).

1. We share your personal data with third parties, including other Government bodies. Depending upon the nature of your role within the ETB, this may include data-sharing with bodies including the Department of Education and Skills, Revenue Commissioners, Department of Social Protection, Comptroller & Auditor General, Tusla, An Garda Síochána, HSE, the Teaching Council or any other regulatory body to which you belong, your Trade Union (for IR /HR issues), occupational health advisors, our insurance company (Irish Public Bodies), banks / financial institutions (to pay wages), pension administrators and pension trustees, future employers (for references, etc.), other service providers (including IT providers, security providers, legal advisors), etc.

The Government bodies to which we transfer your personal data will use it for their own purposes (including: to verify other information they already hold about you, for fraud prevention measures, etc.) and may aggregate it with other information they already hold about you.

For further information on who we share your data with, when and in what circumstances, and why, please see section 3 of our Data Protection Policy available at [www.msletb.ie](http://www.msletb.ie).

1. We do not transfer your personal data to a third country or international organisation.
2. We do not engage in automated decision making / profiling.
3. Some personal data is only kept for a short period (e.g. we will destroy at the end of an academic year because it is no longer needed). Some data we retain for a longer period (e.g. we retain even after you leave our employment). For further information on the retention periods, please go to section 6 of our Data Protection Policy available at [www.msletb.ie](http://www.msletb.ie).
4. You have the following statutory rights, that can be exercised at any time:
5. Right to complain to supervisory authority.
6. Right of access.
7. Right to rectification.
8. Right to be forgotten.
9. Right to restrict processing.
10. Right to data portability.
11. Right to object and automated decision making/profiling.

For further information, please see section (7) of our Data Protection Policy available at [www.msletb.ie](http://www.msletb.ie) , or alternatively contact our Data Protection Officer.

1. The Data Protection Officer can be contacted on 094 9024188. If you have any queries, please consult our Data Protection Policy (available at www.msletb.ie) or contact our DPO.