**MAYO SLIGO & LEITRIM EDUCATION AND TRAINING BOARD**

**APPLICATION FORM FOR THE POST OF**

**MUSIC DEVELOPMENT OFFICER**

**MUSIC GENERATION SLIGO**

**(FIXED-TERM CONTRACT UNTIL 15/06/2026)**

|  |  |
| --- | --- |
| **APPLICANT NAME:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **POST REFERENCE NO:** | **MGSD25** |
| **POST TITLE:** | **MUSIC DEVELOPMENT OFFICER,**  **MUSIC GENERATION SLIGO** |
| **CLOSING DATE:** | **12 noon, Thursday, 4th September 2025** |

**Please note:**

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

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

1. **PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| **First Name:** | | **Surname:** |
|  | |  |
| **Home Address:** | | **Correspondence Address: *(if different)*** |
|  | |  |
| **Home Phone Number:** | | **Mobile Phone Number:** |
|  | |  |
| **Email Address:** |  | |

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| --- | --- | --- | --- | --- |
| **Have you an EU Passport or work permit to work in the Republic of Ireland?** | **YES** |  | **NO** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do you have access to your own car and a full, clean driving licence?** | **YES** |  | **NO** |  |

**PENSION/REDUNDANCY HISTORY:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Are you in receipt of a Pension and/or Redundancy in respect of previous public service employment:** | | | | | |
| Education Sector (Check box as appropriate): | | **YES** |  | **NO** |  |
| Public Service (Check box as appropriate): | | **YES** |  | **NO** |  |
| If you have selected Yes to either of the above please state type of Pension/Pension Strand and/or Redundancy Scheme if applicable |  | | | | |

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| --- | --- | --- | --- | --- |
| **Are you on a Career Break from other Public Service Employment.** | **YES** |  | **NO** |  |
| **If yes please give details:** | | | | |

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

1. **CURRENT POSITION**

|  |  |  |
| --- | --- | --- |
| **Please give details of your current position:** | | |
| **Employer Name and Address:** | **Job Title/Grade:** | **Notice Period:**  *(how soon after an offer of appointment would you be in a position to take up employment?)* |
|  |  |  |

1. **QUALIFICATIONS**

|  |  |
| --- | --- |
| **3.1 Primary Degrees/Diplomas Title**: | |
| **University/Institute/College:** | |
| **Degree or Equivalent(s) and Grade:** | **Awarding Body:** |
| **Year of Entry:** | **Year Qualified:** |
| **Subjects studied (please indicate first year and final year subjects):** | |

|  |  |
| --- | --- |
| **3.2 Post Graduate Degrees/Diplomas Title:** | |
| **University/Institute/College:** | |
| **Degree or Equivalent(s) and Grade:** | **Awarding Body:** |
| **Year of Entry:** | **Year Qualified:** |
| **Subject(s) studied:** | |

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| **3.2 Post Graduate Degrees/Diplomas Title:** | |
| **University/Institute/College:** | |
| **Degree or Equivalent(s) and Grade:** | **Awarding Body:** |
| **Year of Entry:** | **Year Qualified:** |
| **Subject(s) studied:** | |

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| --- | --- | --- | --- | --- |
| **3.3 Other Skills Training/Courses relevant to this Post:** | | | | |
| **Duration of Course** | **Year completed** | **Title of Skills Training/Courses** | **Award** | **Training/Awarding Body** |
|  |  |  |  |  |
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1. **FORMAL/NON-FORMAL LEARNING**

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| Give details of other formal/non-formal learning, including IT upskilling, involvement in partnership committees/sub-committees, representative role(s) and other professional development |
|  |

1. **WORK EXPERIENCE/EMPLOYMENT HISTORY**

| **Please provide details of your work history beginning with the most recent position:** | | | |
| --- | --- | --- | --- |
| **Dates**  **(From/To):** | **Name and Address of Employer:** | **Position Held;**  **Whole-time or Part-time:** | **Reasons for Leaving:** |
|  |  |  |  |
| **Please give summary of main duties:**  (Be clear about the specific responsibility you had, who you reported to and who you engaged with for each role or project) | | | |

| **Dates**  **(From/To):** | **Name and Address of Employer:** | **Position Held;**  **Whole-time or Part-time:** | **Reasons for Leaving:** |
| --- | --- | --- | --- |
|  |  |  |  |
| **Please give summary of main duties:**  (Be clear about the specific responsibility you had, who you reported to and who you engaged with for each role or project) | | | |

| **Dates**  **(From/To):** | **Name and Address of Employer:** | **Position Held;**  **Whole-time or Part-time:** | **Reasons for Leaving:** |
| --- | --- | --- | --- |
|  |  |  |  |
| **Please give summary of main duties:**  (Be clear about the specific responsibility you had, who you reported to and who you engaged with for each role or project) | | | |

| **Dates**  **(From/To):** | **Name and Address of Employer:** | **Position Held and Whole-time or Part-time:** | **Reasons for Leaving:** |
| --- | --- | --- | --- |
|  |  |  |  |
| **Please give summary of main duties:**  (Be clear about the specific responsibility you had, who you reported to and who you engaged with for each role or project) | | | |

1. **RELEVANT EXPERIENCE**

| **Please provide details of relevant experience in music/music education or a related area if not already provided under ‘Work Experience/Employment History’ above:** | | | |
| --- | --- | --- | --- |
| **Dates**  **(From/To)** | **Name and Address of Employer (or in the case of voluntary work, name of organisation/group)** | **Position Held; Whole-time or Part-time** | **Reasons for Leaving** |
|  |  |  |  |
| **Please give summary of main duties:**  (Be clear about the specific responsibility you had, who you reported to and who you engaged with for each role or project) | | | |

| **Dates (From/To)** | **Name and Address of Employer (or in the case of voluntary work, name of organisation/group)** | **Position Held; Whole-time or Part-time** | **Reasons for Leaving** |
| --- | --- | --- | --- |
|  |  |  |  |
| **Please give summary of main duties:**  (Be clear about the specific responsibility you had, who you reported to and who you engaged with for each role or project in your career to date) | | | |

| **Dates (From/To)** | **Name and Address of Employer (or in the case of voluntary work, name of organisation/group)** | **Position Held; Whole-time or Part-time** | **Reasons for Leaving** |
| --- | --- | --- | --- |
|  |  |  |  |
| **Please give summary of main duties:**  (Be clear about the specific responsibility you had, who you reported to and who you engaged with for each role or project) | | | |

1. **THE ROLE AND FUNCTION OF MUSIC GENERATION DEVELOPMENT 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 **MUSIC GENERATION DEVELOPMENT OFFICER**  These competencies are as follows:   * Leadership, Initiative and Managing Teams * Drive, Commitment and Delivery of Results * Leadership of Effective Partnerships and Networks * Managing and Developing Initiatives and Programmes * Self-Awareness and Self-Management |
| **Outline below how and where you have displayed each of these competencies (no more than 250 words per competency). Example(s) may be drawn from your professional or personal experience.** |

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| --- |
| **7.1 Leadership, Initiative and Managing Teams** (Max 250 words): |
|  |

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| **7.2 Drive, Commitment and Delivery of Results** (Max 250 words): |
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| --- |
| **7.3 Leadership of Effective Partnerships and Networks** (Max 250 words): |
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| --- |
| **7.4 Managing and Developing Initiatives and Programmes** (Max 250 words): |
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| --- |
| **7.5 Self-Awareness and Self-Management** (Max 250 words): |
|  |

1. **QUALITIES AND SKILLS**

|  |  |
| --- | --- |
| **Please list three (each) of your qualities and skills which you consider most relevant to this post** | |
| **Qualities** |  |
|  | |
|  | |
| **Skills** |  |
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| **Please list your reasons for applying for this position (Max 500 words):** |
|  |

**9. ADDITIONAL INFORMATION**

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| **Additional Information**  This section is for you to provide any additional information which you consider relevant to your application for the role of Music Generation Development Officer. (Max 500 words) |
|  |

**10. 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.

**Current or most recent employer:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Title:** | **Position Held:** | **Telephone/Mobile:** | **Email:** |
|  |  |  |  |
| **Full address:** | | | |
|  | | | |

**Other referee:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Title:** | **Position Held:** | **Telephone/Mobile:** | **Email:** |
|  |  |  |  |
| **Full address:** | | | |
|  | | | |

***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)***.***

**Application Procedure & Notes*:***

**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 MGSD25 in subject line of E-mail.**

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

**5. Send E-mail to:** [**employment@msletb.ie**](mailto: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 Thursday, 4th September 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**](mailto:employment@msletb.ie) CVs 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 ETB 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*.

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

12. Garda Vetting is mandatory.

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*

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

16. The first interview may reduce the initial shortlist and remaining candidates may be invited

for a subsequent interview.

17. A panel may be formed from which appointments may be made.

Closing date for receipt of completed Application Forms, **by email only**, is **not later than 12.00 noon on Thursday, 4th September 2025/** *Dáta deiridh d’Iarratais Chomhlánaithe a bheith faighte ná* ***12.00 meán lae, Dé Déardaoin 4ú Meán Fómhair 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Confidential – Personal Disclosure Form**

**NB\*(failure to complete this disclosure will deem your application incomplete and ineligible for shortlisting)**

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

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**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 (DPO) 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.