



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

## **CANDIDATE INFORMATION BOOKLET**

Competition for appointment to the position of:

### **ADULT EDUCATION GUIDANCE CO-ORDINATOR**

Reference No: **AEGM25**

**Mayo, Sligo and Leitrim Education and Training Board**

**Closing Date: 12 noon on Friday, 28<sup>th</sup> March 2025**

## **Introduction**

Mayo, Sligo and Leitrim Education and Training Board (MSLETB), provides a comprehensive range of education and training services throughout the region.

One of 16 ETBs nationally, MSLETB has the largest geographical area, covering 9014 km<sup>2</sup> across the 3 counties.

MSLETB serves a population of 228,000 people and its head office is located in Castlebar, with additional offices in Sligo and Carrick-On-Shannon.

We have a 21-member Board which has oversight of the services provided by almost 1700 staff, to over 22,000 learners, with an annual budget of almost 120 million euro.

Our learners include fulltime students in post primary schools and also learners engaged in a wide range of Further Education and Training Courses.

MSLETB educational provision includes 19 second level schools, while further education and training services are provided through education colleges, training centres and a range of adult and further education and training centres. These locations deliver education and training services such as, Post Leaving Certificate Courses (PLCs), VTOS, Youthreach, Outdoor Education, Youth Services, Career Traineeship and Apprenticeship. The range of information and activities included in this website give some indication of the full scale and breadth of our Education and Training Board services.

Mayo, Sligo and Leitrim ETB places learning and the learner at the heart of its education and training provision with a mission of providing real opportunities for life and living to people in our region.

### **Key Duties of the Post:**

- to co-ordinate the day-to-day operation of the Adult Education Guidance and Information Service, including planning, supervision of staff, management of premises and resources and maintenance of records.
- to support staff development, supervise guidance information services and staff, establishing quality standards and guidelines in line with national practice.
- to provide an outreach service to Adult and Further Education and Training Centres in the catchment area.
- to market and promote the guidance service, including the development of promotional materials.
- to develop appropriate networks and partnerships with local agencies in the field of education, training, welfare, and community services
- to establish and maintain links with employers to ascertain local and national needs.
- to monitor the service, reporting on developments and provision, and informing the work of MSLETB and relevant national agencies.
- to develop and deliver a programme of educational guidance provision to individuals and groups which supports the aims and objectives of the MSLETB Adult Education Guidance and Information Service.
- to establish effective links with relevant agencies from the statutory, voluntary and community sectors to exchange information, develop partnership working and support client progression.
- to contribute to the development and implementation of a quality and evaluation framework and to the strategic development of the project.
- to participate in appropriate continuous professional development and training as agreed with the project management.
- Any other duties appropriate to the needs of the Service as may be assigned by the Adult Education Officer/FET Director/CE as appropriate for the effective and efficient running of the Service.

### **Accountabilities:**

- The post-holder will report to the Adult Education Officer/ Director of Further Education and Training/Deputed Officer, as appropriate.
- Support for other project staff, as agreed.

## **Purpose of the Job**

The Adult Education Guidance and Information Service offers impartial and confidential information, advice, guidance and counselling on the educational options that are available to clients both within MSLETB and with other education providers.

The aim of the service is to support clients to make the right decisions about returning to education and training and to help them make those decisions within the context of their wider lives.

The Co-ordinator of the Adult Education Guidance and Information Service is responsible for the co-ordinating and contributing to all aspects of the Service, its aims, and responsibilities.

The Co-ordinator is line manager to the staff of the Service, i.e. Counsellors and Information Officer. The Co-ordinator will ensure that their responsibilities are also met.

### **1. To develop and deliver a programme of guidance provision to individuals and groups, which supports the aims and objectives of MSLETB Adult Education Guidance Service:**

- deliver an appropriate range of guidance service provision which includes information, advice, support, guidance and counselling to clients.
- undertake assessment, action planning and progress review with clients.
- operate effective client referral procedures, internally and externally to the project.
- contribute to the provision of sources of information on appropriate learning, training and employment to clients and associated client support, such as funding, childcare etc.
- maintain accurate records and client documents within the boundaries of confidentiality.
- to provide support and advice in the field of guidance and counselling to staff in Further Education and Training centres, and support the development of an integrated curriculum of learning, guidance and progression.
- to assist in the management of resources, e.g. financial, premises, materials, personnel etc as appropriate, relevant to the needs of the local programme.

### **2. To establish effective links with relevant agencies from the statutory, voluntary and community sectors to exchange information, develop partnership working and support client progression.**

- establish and maintain links with local and national learning and training providers, agencies who offer support to clients and other guidance projects and employers.
- participate in local and national networks, partnerships and committees as appropriate.
- contribute to presentations, events, training and conferences with other agencies as appropriate.
- to share good practice from the sector and supporting the mainstreaming of relevant lessons into national policy and practice.
- to act in a representative capacity if required on matters relating to adult educational guidance.
- identify and report on gaps in guidance service provision and learning/training provision.
- contribute to marketing activities, which promote the project to target client groups and other agencies in the area
- contribute to the production of publicity materials.
- undertake appropriate activities to publicise and market the services of the project.

**3. To contribute to the development and implementation of a quality and evaluation framework and to the strategic development of the project.**

- maintain required records to contribute to monitoring, research, client tracking and client feedback.
- contribute as required to the ongoing monitoring, review and evaluation of the project delivery and development.
- contribute to the identification of gaps in provision and methods of delivery which can inform developments.
- prepare regular activity reports and submissions in consultation, as appropriate.
- participate in the planning of service delivery to agreed client groups and agencies.

**4. To participate in appropriate continuous professional development and training as agreed with the project management.**

- undertake agreed staff development and training identified to ensure competent performance of duties.
- maintain awareness of ongoing developments at local and national level.
- to engage with the ETB performance management and development appraisal process
- review practice and performance with the support of a nominated caseload supervisor.

## QUALIFICATIONS/EXPERIENCE

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS / EXPERIENCE</b>	<p>To be eligible for employment as an Adult Education Guidance Co-Ordinator, applicants must hold one of the following:</p> <ul style="list-style-type: none"> <li>• A Primary Degree and a Post Graduate Diploma in Careers Guidance or Careers Guidance and Counselling or</li> <li>• Master of Education (Guidance) or</li> <li>• Master of Science in Counselling or</li> <li>• Equivalent post graduate qualification recognised by the Irish Association of Counselling and Psychotherapy or the Institute of Guidance Counsellors.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in the field of adult/further education and training, youthwork, community development or social science or a teaching qualification.</li> <li>• Other relevant experience: Teaching, education/training experience in adult or youthwork or employment services. Experience of delivering educational guidance to adults.</li> <li>• A basic competency in the Irish language.</li> <li>• An understanding of the needs of the target groups.</li> <li>• A genuine commitment to a person centred and holistic approach to working with clients.</li> <li>• Commitment to improving access to educational opportunities and progression for all adults.</li> <li>• Knowledge of learning, training and employment opportunities and the range of services/support available to the client target groups.</li> <li>• Ability to liaise with and to establish good relationships with a wide range of clients, agencies and staff.</li> <li>• Proven communication and presentation skills both orally and in writing to a wide range of recipients.</li> <li>• ICT skills for preparation of word and excel documents and use of client database.</li> <li>• Organisational skills and the ability to manage own workload with the minimum of supervision.</li> <li>• Ability to maintain effective client records and operate within confidentiality boundaries.</li> <li>• Ability to maintain effective project management and evaluation records and procedures.</li> <li>• Ability to work as a member of a team and on own initiative.</li> <li>• Ability to operate flexibly in a range of tasks.</li> </ul>

<b>COMPETENCIES</b>	<ul style="list-style-type: none"> <li>• Delivery of Results</li> <li>• Planning &amp; Development Skills</li> <li>• Interpersonal &amp; Communication Skills</li> <li>• Organisational Management &amp; Administrative Skills</li> <li>• Self Awareness &amp; Self Management</li> </ul>	
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**Other Requirements Specific to the Post**

Due to the large geographical area covered by MSLETB the successful candidate will require to hold a full driving licence and have access to transport as the posts will involve travel.

This is a designated frontline position.

## **Key Competencies**

### **Delivery of Results:**

- Deliver an appropriate range of guidance service provision which includes information, advice, support, guidance and counselling to clients.
- To support the development of an integrated curriculum of learning, guidance and progression pathways.
- Operate effective client referral procedures, internally and externally to the project.

### **Planning & Development Skills**

- Ability to contribute to the development and implementation of a quality and evaluation framework and to the strategic development of the service.
- Undertake assessment, action planning and progress review with clients.
- Identify gaps in provision and in methods of delivery which can inform developments.
- Participate in the planning of service delivery to agreed client groups and agencies.

### **Interpersonal & Communication Skills**

- Ability to liaise with and to establish good relationships with a wide range of clients, agencies and staff.
- Establish and maintain links with local and national learning and training providers and employers.
- Contribute to presentations, events, training and conferences with other agencies as required.

### **Organisational Management and Administrative Skills**

- To assist in the management of resources, e.g. financial, material, premises, etc.
- Maintain accurate records and client documents within the boundaries of confidentiality.

### **Self Awareness and Self Management**

- Enhances own expertise through training, development, and networking with relevant bodies
- Reflects on own actions with a view to continuous learning and development



## The Office

The office is a whole-time, permanent, pensionable position. The normal working week is a 35 hours five-day week basis excluding breaks.

The holder of the office shall not engage in any gainful occupation, other than as an officer of MSLETB, to such an extent as to impair the performance of his or her duties as an officer of MSLETB or in any occupation which might conflict with the interests of MSLETB or which might be inconsistent with discharge of his or her duties as a MSLETB Officer.

## Probation

The successful candidate shall serve a probationary period in accordance with the terms set out in MSL ETB's Probationary Policy.

## Salary

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the office shall pay to MSLETB any fees or other monies (*other than their inclusive salary*) payable to or received by them by virtue of their office or in respect of any services which they are required by or under any enactment to perform.

### Salary Scale in accordance with CL CL0075/2024.

Rate from 01/10/2024	New Entrants Rate from 01/10/2024
€ 51,650	€ 46,932
€ 53,311	€ 49,841
€ 55,011	€ 51,650
€ 56,723	€ 53,311
€ 58,446	€ 55,011
€ 60,176	€ 56,723
€ 61,906	€ 58,446
€ 63,634	€ 60,176
€ 65,362	€ 61,906
€ 67,091	€ 63,634
€ 68,822	€ 65,362
€ 70,799	€ 67,091
€ 73,270	€ 68,822
	€ 70,799
	€ 73,270

	<b>Rate from 01/10/2024</b>
NALA/WIT Certificate <sup>5</sup>	€1,210
NALA/WIT Diploma <sup>6</sup>	€2,426

### Adult Education Guidance Co-ordinator Allowances

Allowances <sup>7</sup>	Rate from 01/10/2024	New Entrants Rate from 01/10/2024
+1 information Officer or Counsellor	€ 4,023	€ 4,023
+2-3 staff	€ 5,184	€ 5,184
+4-5 staff	€ 6,856	€ 6,856
+6-7 staff	€ 8,589	€ 8,589

Salary scale and entry point on this scale will be determined in accordance with Circulars issued by the Department of Education and Skills.

Rate of remuneration may be adjusted from time to time in line with Government Policy.

### Annual Leave

The annual leave allowance for the position of Adult Guidance Co-Ordinator is 35 days p.a. This allowance is subject to the usual conditions regarding the granting of annual leave in MSLETB, is based on a five-day week and is exclusive of the usual public holidays.

### Sick Leave

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the relevant legislation and Department of Education sick leave circulars.

### Location/Base

Initial Location: MSLETB Further Education Centre Ballina, Co. Mayo.

Mayo, Sligo and Leitrim Education and Training Board reserves the right to assign you to any other location or base that is under the control of Mayo, Sligo and Leitrim Education and Training Board, as the need arises. Any change in location or base by Mayo, Sligo and Leitrim Education and Training Board will not be deemed as redeployment as provided for under the Public Service Agreements

## **Start Date**

MSLETB shall require a person to whom an appointment is offered to take up such appointment within a period of not more than 6 weeks and if they fail to take up the appointment within such period or such long period as the MSLETB in its absolute discretion may determine, MSLETB shall not appoint them.

## **Business Travel**

When absent from home and headquarters on duty appropriate travelling expenses and subsistence allowances will be paid subject to the normal Civil Service regulations.

## **Superannuation Contributions**

Persons who become pensionable officers of MSLETB who are liable to pay Class D rate of PRSI contribution will be required, in respect of their superannuation, to contribute to MSLETB at the rate of 5% of their pensionable remuneration.

Persons who become pensionable officers of MLETB, who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to MSLETB at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children)

All person who become pensionable officers of MSLETB are required, in respect of Spouses and Children Contributory Pension Scheme 1986, to contribute to MSLETB at the rate of 1.5% of their pensionable remuneration or net pensionable remuneration, whichever is relevant and in accordance with the terms of the Scheme.

Person who become pensionable officers of MSLETB for the first time on or after 1<sup>st</sup> January 2013 are liable to pay the Class A rate of PRSI contribution and are required in respect of superannuation to contribute at the rate of 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children) plus 3% of pensionable pay.

## **Retirement**

Effective from 1<sup>st</sup> January 2013, the Single Public Service Scheme applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks. Retirement age is set initially at 66 years; this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028. Compulsory retirement age will be 70.

For appointee who are deemed not to be “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, the minimum retirement age is 60 and the maximum retirement age is 65. However, the Public Service Superannuation (Age of Retirement) Act 2018, allows public servants who joined the public service before 1 April 2004 to work to a compulsory retirement age of 70.

For Class A “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 the minimum retirement age is 65 with no maximum retirement age.

### **Pension Accrual**

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 came into effect on 28<sup>th</sup> July 2012. This may have implication for any appointee who has acquired pension rights in a previous public service employment.

### **Pension Abatement**

If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public pension comes into payment during his/her re-employment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

### **Incentivised Scheme for Early Retirement (ISER)**

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retiree, under that scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

### **Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007**

The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ending of such employment or on the person’s 60th birthday, whichever is the later, but on resumption, the pension will be based on the person’s actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

### **Ill-Health Retirement**

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

## **Department of Health and Children Circular (7/2010)**

The Department of Health Circular 7/2010 dated 1<sup>st</sup> November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Scheme (VRS). It is conditions of the VER scheme that persons availing of the scheme are not eligible for reemployment in the public sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under VRS, except that the prohibition is for a period of 7 years. People who availed of the VER are not eligible to compete in this competition. People who availed of VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of noneligibility).

## **Collective Agreement: Redundancy Payments to Public Servants**

The Department of Public Expenditure and Reform letter dated 28<sup>th</sup> June 2012 to Personnel Officers introduced, with effect from 1<sup>st</sup> June 2012, a Collective Agreement which has been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payment to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009-2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of noneligibility).

## **Declaration**

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and /or the collective agreement outline above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

**IMPORTANT NOTICE: The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and condition of employment which will be set out in the employment contract to be agreed with the successful candidate.**

## **How to Apply**

Reference Number and Title of Post must be quoted on Application Form. Applications on the official M.S.L.E.T.B. Application Form are only accepted by email in PDF format to: [employment@msletb.ie](mailto:employment@msletb.ie)

The Application Form allows applicants to detail their qualifications, skills and experience and how they meet the essential requirements and personal attributes of the post.

**Please note:** Only applications submitted on the official application form will be considered. The application form is available on the MSLETB website [www.msletb.ie](http://www.msletb.ie)

## **Closing Date**

The closing date for receipt of applications is **12 noon on Friday, 28<sup>th</sup> March 2025**. MSLETB will not consider an application received outside the closing date.

## **Essential Requirements and Personal Attributes**

Candidates will be required to possess all the essential requirements and personal attributes required for the position. They will be requested to demonstrate this both in the application form and, if shortlisted, by interview and/or a presentation.

## **Health**

Candidates must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

## **Selection Process**

The Selection Process may include:

- shortlisting of candidates on the basis of the information contained in their application
- an initial/preliminary interview which may in turn include a questionnaire and/or presentation by the candidate;
- a competitive interview, which may also include a presentation or other exercise by the candidate.
- Work sample/role play/ media exercise, and any other tests or exercises that may be deemed appropriate.

**Please note that if MSLETB deems that there is an insufficient number of candidates for a competition to proceed, MSLETB reserves the right to re-advertise the position. Any candidates who applied for the original competition will be entered into the re-advertised position competition automatically.**

## **Shortlisting**

The number of application received for a position generally exceeds that required to fill existing and future vacancies for the position. While a candidate may meet eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, MSLETB may decide that a smaller number will be called to the next stage of the selection process. In this respect MSLETB provide for the employment of a shortlisting process to select a group who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience.

An expert board will examine the application forms against agreed shortlisting criteria based on the requirements of the position. The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualification/experience in your application.

## **Interviews**

The scheduling of interviews is at the discretion of MSL ETB. Candidates will be required to attend interviews at their own expense. In general, candidates must physically attend for interview as MSLETB does not normally entertain any requests for phone or video interviews, however currently, it may be a requirement for candidates to be interviewed using Microsoft Teams or using another software solution as determined by MSL ETB. MSLETB will not entertain any requests to alter the allocated interview date or time, however MSLETB reserves the right to alter candidates allocated interview date or time. Candidates who do not attend for interview when and where required, or confirm their acceptance of attendance at interview if requested, will have no claim for further consideration and their candidature will be deemed to be withdrawn

## **Panel**

A panel may be formed by the interview board. Once a panel is formed, it remains in existence for 1 year and may be extended.

## **Communication**

You may have your ability to communicate effectively in Irish and English assessed. Your ability in the language in which the interview is conducted will be assessed at the interview itself and in the other language by a separate competitive language test. This test will comprise conversation on ordinary topics and, to the extent that this may be appropriate, on matters relating to the duties of the post.

## **References**

We would appreciate it if you would start considering names of people who you feel would be suitable referees that we might consult (2 - 3 names and contact details). These referees do not have to include your current employer, but should be in a position to provide a reference for you. Please be assured that we will only collect the details and contact referees should you come under consideration for the post.

## **Security Clearance**

When a panel member accepts a post they will need to apply for a vetting disclosure from the National Vetting Bureau if their role is engaged in relevant work (e.g. access to, or contact with, children or vulnerable adults). The applicant will be required to complete and return a Garda Vetting form should they come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which they resided. This process will be initiated by MSLETB for the confirmed successful candidate recommended for any post engaged in relevant work.

If you have lived in any country for 6 months or more from the date of your 16th birthday other than the Republic of Ireland or Northern Ireland it will be mandatory to provide security clearance for each jurisdiction in which you have resided stating that you have no convictions recorded against you while residing there. All appointments will require satisfactory security clearances. Please note if you require overseas security clearance and are unable to produce it at the time of the job offer then the job offer may be withdrawn.

Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries (e.g. UK excluding Northern Ireland, USA etc.) are the responsibility of the candidate. It is a process which can take an amount of time. Therefore, if you are interested in pursuing a career within MSLETB we strongly advise that you commence seeking international security clearances now.

Note: Candidates who studied outside of the Republic of Ireland or Northern Ireland e.g. in the UK (excluding Northern Ireland), please pay particular attention to this. You will require UK disclosure to cover the entire period you were in the UK. Clearance must be dated **after** you left the UK.

The following websites may be of assistance to you in this regard: **United Kingdom**

[https://www.acro.police.uk/police\\_certificates.aspx](https://www.acro.police.uk/police_certificates.aspx)

<http://www.police.uk/forces/> website will provide you with a link to each police force site in the UK. Click on the relevant force covering the area where you resided. A search under Data Protection or Data Access Request or Subject Access Request will bring you to the relevant section of that Police Forces website.

<https://www.gov.uk/browse/working/finding-job> (This website will provide you with a list of registered agencies to contact in the UK who may process your request for UK clearance with the Criminal Records Bureau). **Australia**

[www.afp.gov.au](http://www.afp.gov.au) This website will provide you with information on obtaining a national police clearance certificate for Australia **New Zealand**

[www.police.govt.nz](http://www.police.govt.nz) This website will provide you with information on obtaining police clearance in New Zealand. **United States of America**

Please note that valid Security/Overseas Clearance from the USA must be obtained from the **FBI only**, <https://www.fbi.gov/about-us/cjis/identity-history-summary-checks>

FBI Clearance is valid for all of the United States and convictions / remarks occurring anywhere in the United States would be noted. Individual US State Clearance (e.g., New York State Clearance) is not acceptable as it is valid for that State alone and convictions / remarks occurring in other States may or may not be noted.

### **Other Countries**

For other countries not listed above you may find it helpful to contact the relevant embassies who could provide you with information on seeking Police Clearance.

Candidates please do not send us your overseas clearance or any other documentation unless we request it from you. Candidates who accept a job offer will have specified timeline within which to produce the required documentation; otherwise the job offer will be withdrawn. These timelines are communicated to you at pre-employment clearances stage – typically this is 5 working days.

When requested, a copy of your overseas Clearance will be retained on file and the original returned to you by post.

**Note: Any costs incurred in this process will be borne by the candidate.**



## **Other Important Information**

Only applications submitted before the closing date and time will be accepted into the competition. Candidates must inform MSLETB of any changes to their details once they have submitted their application form. All further correspondence with applicants will be by email, therefore the onus is on the candidate to keep MSLETB up to date on their current details.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that the MSLETB is satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense as the MSLETB will not be responsible for refunding any expenses incurred.

Prior to any candidate being considered for appointment to this position the MSLETB may make all such enquiries including health checks that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should the person recommended for appointment decline, or having accepted it relinquish it, the MSLETB may at its discretion, select and recommend another person for appointment on the results of this selection process.

MSLETB will not be responsible for refunding any expenses incurred by candidates.

## **The Importance of Confidentiality**

Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence.

All enquires applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

## **Deeming of candidature to be withdrawn**

Candidates who do not attend for interview as required or other test when and where required by MSLETB, or who do not, when requested, furnish such evidence, as MSLETB requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

Candidates are expected to provide all requested documentation to MSLETB, including all forms issued by MSLETB for completion, within five days of request. Failure to do so will result in the candidate being deemed to have withdrawn from the competition and their candidature will receive no further consideration.

## **Use of Recording Equipment**

MSLETB does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.

Any person wishing to use such equipment for any of these purpose must seek written permission in advance. This policy is on place to protect the privacy of staff and customers and the integrity of our assessment material and assessment processes.

Unsanctioned use of recording equipment by any person is a breach of this policy. Any candidate involved in such a breach could be disqualified from the competition and could be subject to prosecution under section 55 of the Public Service Management (Recruitment & Appointments) Act 2004.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then

- Where he/she has not been appointed to a post, he/she will be disqualified as a candidate and
- Where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

## **Candidates' Obligations**

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

### **Candidates must not:**

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- interfere with or compromise the process in any way.

A third party must not personate a candidate at any stage of the process.

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/ imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- where he/she has not been appointed to a post, he/she will be disqualified as a candidate and
- where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

## **Quality Customer Service**

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

## **General Data Protection Regulation (GDPR)**

The General Data Protection Regulation (GDPR) came into force in the 25<sup>th</sup> May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

Mayo, Sligo and Leitrim Education and Training Board is an equal opportunity employer.