

CANDIDATE INFORMATION BOOKLET

Competition for appointment to the permanent position of:

DEPUTY PRINCIPAL

Carrigallen Vocational School

Ref No: DPCV26

Mayo, Sligo and Leitrim Education and Training Board

Closing Date: 12.00 noon on Thursday, 12th February 2026.

Introduction

About MSL ETB

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 km² across the 3 counties.

MSLETB serves a population of 243,000 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 17 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.

Carrigallen Vocational School - School Profile

The Vocational School, Carrigallen, Co. Leitrim is a post-primary (second level) school located in south-east Leitrim. It opened in 1957 as a three room building with an enrolment of 35 students and a staff of three teachers. To-day it has twenty-seven classrooms, a P.E. Hall, an enrolment of 330 students and a staff of thirty-eight teachers. Permanent extensions were added to the school in 1965, 1989, 1992 & 2012. Carrigallen Vocational School follows the curricular programmes prescribed by the Department of Education and Youth which may be amended from time to time in accordance with Section 9 and Section 30 of the Education Act, 1998. The school depends for its funding and resources on the grants and teacher allocations provided by the Department of Education and Youth, through Mayo Sligo & Leitrim Education & Training Board, and school policy in all areas must have regard to this funding and these resources.

Carrigallen Vocational School offers the following programmes:

- Junior Certificate
- Level 2 Learning Programme
- Transition Year
- Leaving Certificate
- Leaving Certificate Applied
- Leaving Cert Vocational Programme (L.C.V.P.)

Students at Junior and Senior Cycle follow a core programme, with several optional subjects.

Mission Statement

“We aim, through positive interaction to recognise each individual’s uniqueness and to develop each individual’s potential in our school community”.

School Strategy Statement

This school encourages students to make the best use of the educational opportunities afforded to them. It also encourages regular attendance at school. The following strategies are used to promote education and attendance.

- A high standard of teaching involving class work, homework and examinations.
- The use of a Student Journal to record progress.
- Reports on Vshare three times a year for each student.
- Student of the Year awards for all Year groups.

Aims and Objectives

Within the guidelines, regulations and programmes of the Department of Education and Youth as set out in The Education Act, 1998, the regulations of MSLETB, Carrigallen Vocational School dedicates itself to the following objectives:

1. To provide a broad diverse curriculum relevant to the needs of its students of all abilities and facilitate the needs of lifelong learning in an inclusive environment, upholding equality with respect to access to and participation in School life.
2. To respect and foster all aspects of the developing person: intellectual, physical, spiritual, moral, emotional and cultural.
3. To help form confident, balanced, enterprising and self-reliant people, capable of contributing positively to society.
4. To maintain a spirit of co-operation with and service to the wider community.
5. To enhance the professional development of all its staff and staff welfare.
6. To foster an awareness of and tolerance for diversity of traditions, values, beliefs and ways of life.

JOB DESCRIPTION

DEPUTY PRINCIPAL – CARRIGALLEN VOCATIONAL SCHOOL

Post Summary

The overall responsibility of the Deputy Principal is to assist the Principal in the management of the school.

Besides the discharge of specific administrative and management duties, the Deputy Principal also exercises a leadership and motivational role in the direction of the school enterprise. Together the Principal and Deputy Principal/s form the senior management team of the school, they must work in tandem to fulfil the aims and objectives of the school. That teamwork is also broadened to include the post holders to form part of the management team and the staff whose co-operation and commitment are also vital to the achievement of the goals of the school.

The Deputy Principal is required to deputise for the Principal in their absence in all matters organisational/administrative and in relation to discipline within the school.

The Deputy Principal must be willing to work in conjunction with/under the direction of the Principal.

The maximum number of teaching hours per week that may be assigned to the Deputy Principal will be in accordance with DEY Circular Letters

Notwithstanding the maximum number of teaching hours, the Deputy Principal will normally be required to be in attendance in the school throughout the school day.

The Deputy Principal may also be required by the ETB/Board of Management to be present in the school for periods during the State Examinations and for other periods outside the normal opening hours and days of the school such as may be necessary from time to time. The Deputy Principal must be at the school to supervise pupils at the entrance and exit of the school.

Reporting/Accountability Relationship

The Deputy Principal shall report to the Principal/Director of Schools/Chief Executive of MSLETB.

Key Areas of Responsibility

The Deputy Principal, in collaboration with the Principal, shall have responsibility for the following key areas:

Leading Learning & Teaching

- Assist the Principal in developing a school environment which is supportive of learning and high achievement among the students.
- Develop and provide appropriate learning and curriculum programmes and methods of instruction that meet the needs of all students in the school and timetabling to support them.
- Promote effective learning and teaching practices across the school.
- Assist in the development of the school curriculum and assessment policies.
- Develop and implement systems for recording individual pupils' progress and ensure that parents are informed regularly of the progress of their children at the school.
- Assist the Principal in supporting the monitoring and evaluation of learning and teaching across the school and contribute to school self-evaluation and the development of improvement plans.

Leading School Development

- Assist the Principal in the re-evaluation of the purpose, objectives and activities of the school in line with School Self-Evaluation Guidelines from the Department of Education and Youth Inspectorate.
- Assist the Principal in developing the education aims and objectives of the school and devising strategies to achieve them.
- Assist the Principal in co-ordinating the school plan and policies for approval by the Board of Management.

Developing Leadership Capacity

- Develop a good working relationship with the Principal, teaching staff and ancillary staff.
- Treat all staff with respect and develop positive relationships.
- Assist the Principal in promoting ongoing staff development and in-service and in the identification of the staffing needs of the school – i.e. teaching and support staff.
- Co-ordinate Staff Development and organise Staff Days.
- Assist the Principal in advising the ETB/Board of Management as to a probationary teacher's suitability for continued employment in the school.

Communication

- Develop effective communication systems with pupils, staff, parents and the wider community.
- Maintain effective relationships with the stakeholders involved (ETB, CE, BOM, staff, students, parents, Parents Association, Student Council and the wider school community).
- Communicate with students, staff and parents in a positive, friendly and professional manner.
- Implement the Code of Behaviour and all school policies with an understanding of their rationale.
- Liaising with the school union representatives on matters relating to the school.

Managing the Organisation

- Assist the Principal in the day to day management of the school, including the planning and overseeing of the daily time tabling of classes.
- Assist the Principal in matters of student discipline, in the promotion of good order and general supervision between classes.

- Be responsible for the roster of absent teachers and the implementation of and monitoring of the Supervision and Substitution Scheme.
- Establish and maintain effective data management systems such as student records, teacher records, attendance, purchasing procedures and timetables.
- Assist the Principal with break time and lunch time supervision.
- Assist the Principal with morning supervision prior to school opening.
- Assist the Principal at and being available for the duration of the State Examinations in June.
- Prepare a summary of results of the State Exams for the Board of Management.
- Assist at open days and nights and award nights.
- Assist with the enrolment/assessment of the First Year Cohort.
- Assist in ensuring the security of the school building and safe keeping of property.
- Conduct the ordinary activities of correspondence, making reports and returns of information as required by the Department of Education and Youth and the Board of Management and ensuring that arrangements are made for dealing with such administrative matters during vacation periods.
- Comply with the lawful orders of the ETB/CE/BOM and with the rules and requirements of the Minister for Education and Youth.

Self-Awareness and Self-Management

- Appreciate the importance of the Principal/Deputy Principal relationship, the relationship with other members of the school community and the importance and overall impact of effective working relationships.
- Set a good standard of professional interactions and ensure professional relationship boundaries are in place.
- Be aware of their skill set and be willing to seek help and advice when required.
- Uphold professional integrity at all times, e.g. discretion, confidentiality, loyalty and trust.

Note: In accordance with the DEY Circulars the Deputy Principal shall enter into an agreement with the Principal to undertake certain administrative duties from time to time, commensurate with the responsibilities of the position.

This job description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him / her from time to time by the CE and to contribute to the development of the post while in the role.

Terms and conditions of employment: As per the Department of Education and Youth directives.

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 post will involve travel.

**PERSON SPECIFICATION
DEPUTY PRINCIPAL – CARRIGALLEN VOCATIONAL SCHOOL**

Essential Criteria:

To qualify for appointment candidates must:

- Have Post-Primary Teaching Qualifications recognised by the Department of Education and Youth for the purpose of teaching in a second level school as defined by Department of Education and Youth.
- Have a minimum of five years' whole time satisfactory teaching service or its equivalent.
- Be registered with the Teaching Council.

Core Competencies Required:

• **Leading Learning & Teaching**

Understands that high quality learning and teaching is the core business of a school and demonstrates the skills to act as the instructional leader promoting a culture of improvement and collaboration in this area.

• **Leading School Development**

Demonstrates the ability to establish and maintain a guiding vision for the school in line with the mission statement and communicates appropriately the goals and expectations of this vision to the school community.

• **Developing Leadership Capacity**

Empowers staff to carry out leadership roles, facilitates active student participation in school leadership while reflecting on the effectiveness and sustainability of their personal leadership and networking with other leaders.

• **Communication**

Demonstrates the capacity to clearly hear and articulate views, opinions and attitudes through effective, appropriate and empathic interaction with all stakeholders in a variety of situations and contexts.

• **Managing the Organisation**

Uses a range of resources, supports and processes to ensure the effective and efficient running of the school and develops and implements a system of professional responsibility and accountability.

• **Self-Awareness and Self-Management**

Is self-aware and has the capacity to self-manage and develop personally and professionally.

The successful candidate will:

- be a leader, committed to the highest standards of education provision, administration and governance
- have a passion for education
- have strong people management and organisation skills
- be a visionary and have experience in delivering projects through team work
- be community minded and conscious of the role the school plays in the local community

Probation

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

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 relevant legislation and Department circulars.

Business Travel

When absent from home and headquarters on duty appropriate travelling expenses and subsistence allowances will be paid subject to the normal Public 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 1st 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 1st 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. The minimum retirement age is 66 with compulsory retirement at age 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 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 28th 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 Youth Early Retirement Scheme for Teachers Circular 102/2007

The Department of Education and Youth 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).

III-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 1st 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 re-employment 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 non-eligibility).

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st 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 non-eligibility).

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

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

Closing Date

The closing date for receipt of applications is **12.00 noon on Thursday, 12th February 2026**. 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.

***NB**

The appointment of Deputy Principal may be subject to appeal as provided for in Circular Letter 0062/2021

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 applications 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

<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 This website will provide you with information on obtaining a national police clearance certificate for Australia

New Zealand

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 MSL ETB 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 in 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 25th 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.