**Competency Based Application Form**

**Please read all notes included in this Competency Based Application Form prior to completing and uploading to the website** [**www.etbjobs.ie**](http://www.etbjobs.ie)

A Competency Based Application Form requires **YOU**, the candidate, to describe some of your personal achievements to-date, which best demonstrate certain competencies (necessary skills and qualities) required for the position for which you are applying.

**All question areas in the application form must be completed.**

**Incomplete application forms will NOT be considered.**

A definition of a skill or quality is given for each competency. You are then asked to describe a situation, from your own experience, which you think is the best example of what **YOU** have done which demonstrates the skill or quality. It is essential that you describe how **YOU** demonstrated the skill or quality in question.

You are advised to structure what you write so that you give specific information about what **YOU** have done - for example, do not simply say that **“X was successful”**, you should describe exactly what **YOU** did and how **YOU** demonstrated the skill or quality in question.

**For each example, please include the following,**

(a) the nature of the task, problem or objective.

(b) what **you** actually did and how **you** demonstrated the skill or quality (and, where appropriate, the date you demonstrated it).

(c) the outcome or result of the situation and your estimate of the proportion of credit you can claim for the outcome.

**Please do not use the same example to illustrate your answer to more than two skill areas.**

**Please note**: should you be called to interview, the Board may look for **additional examples** of where you demonstrated the skills required for this post so, **you should think of a number of examples of where you demonstrated each of the skills.**

* The Application Form must be TYPED. Handwritten forms will not be accepted.
* All questions must be answered.
* Do not change the question numbers or sequence.
* Do not change the font in the application form.
* Do NOT convert this application form to PDF.
* Boxes may be expanded as required – please comply with maximum word count (300 words) requirements.
* Application is by official CMETB Application Form only. No CVs accepted

No letter of application, CV or written reference should accompany this form

By applying for any position, working or volunteering with, or otherwise taking up any position within Cavan and Monaghan Education and Training Board (CMETB), you acknowledge that your personal data (including special category personal data) shall be processed by CMETB. 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 Processing Policy available at [www.cmetb.ie](http://www.cmetb.ie)

**Official Application Form**

**Applicants,**

Please read carefully the Important Notice and Guidelines for Completion of Application Form at the end of this document, before completing your application

Please **TYPE** into the boxes which will expand as required. Handwritten forms **NOT** accepted.

**Please do not alter the format of this application form**

**Completed form should be uploaded in MS Word**

|  |  |
| --- | --- |
| **Post** **Title**  | **Grade VI Senior Staff Officer, Permanent****in Corporate Services, Monaghan, Co. Monaghan** |
| **Job Reference** | **090-2024** |

**Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | First Name |  |
| Home Address |  |
| Address for Correspondence **(if different from above)**  |  |
| Mobile phone number |  |
| email address |  |
| Present Occupation |  |
| Nature of current appointment:Permanent / Temporary / Part-time |  |

**Important Note:** Incomplete Application Forms will not be considered. All questions must be fully completed by the applicant. Referral to “information already on file” will not suffice.

**Qualifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School/College Attended  | From | To | Title of Qualification/s  | Year of Award | Level of qualifications |
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**Career to date - Start with your present / most recent position first**

|  |  |
| --- | --- |
| Employer Name: |  |
| Address: |  |
| Start Date: |  | End Date: |  |
| Nature of Appointment: |  |
| Duties: |  |
|  |
| Employer Name: |  |
| **Address:** |  |
| **Start Date:** |  | **End Date:** |  |
| **Nature of Appointment:** |  |
| **Duties:** |  |
|  |
| **Employer Name:** |  |
| **Address:** |  |
| **Start Date:** |  | **End Date:** |  |
| **Nature of Appointment:** |  |
| **Duties:** |  |
|  |
| **Employer Name:** |  |
| **Address:** |  |
| **Start Date:** |  | **End Date:** |  |
| **Nature of Appointment:** |  |
| **Duties:** |  |
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| **Employer Name:** |  |
| **Address:** |  |
| **Start Date:** |  | **End Date:** |  |
| **Nature of Appointment:** |  |
| **Duties:** |  |
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| **Employer Name:** |  |
| **Address:** |  |
| **Start Date:** |  | **End Date:** |  |
| **Nature of Appointment:** |  |
| **Duties:** |  |
|  |
| **Employer Name:** |  |
| **Address:** |  |
| **Start Date:** |  | **End Date:** |  |
| **Nature of Appointment:** |  |
| **Duties:** |  |
|  |

**The role and Function of the Grade VI Senior Staff Officer**

*A number of key competencies have been identified as being essential for the effective performance of the role and function of the Grade VI Senior Staff Officer,*

*These competencies are as follows*

1. *People Management*
2. *Information Management and Decision-Making*
3. *Delivery of Results*
4. *Interpersonal and Communication Skills*
5. *Specialist Knowledge, expertise and self-development*
6. *Drive and Commitment to public Service Values*

*Outline an example in the following areas of how and where you have displayed each of these competencies (no more than 300 words per competency).*

1. People Management

|  |
| --- |
| *In the box below, describe a situation where* ***YOU*** *were successful in getting people to work together effectively.*  |
|  |

1. Information Management and Decision-making

|  |
| --- |
| *In the box below, describe a time when* ***YOU*** *had to analyse a problem, generate and implement a solution.* |
|  |

1. Delivery of Results

|  |
| --- |
| *In the box below, describe something which* ***YOU*** *have done to improve your performance and/or the performance of your work section.*  |
|  |

1. Interpersonal and Communication Skills

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| *In the box below, describe a difficult or sensitive situation that* ***YOU*** *had to deal with, which required communication with a range of individuals.*  |
|  |

1. Specialist Knowledge, Expertise and Self-development

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| --- |
| *In the box below, describe how* ***YOU*** *have enhanced your specialist knowledge, expertise and self-development in your role(s).* |
|  |

1. Drive and Commitment to Public Service Values (Quality, Service, Timeliness)

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| --- |
| *In the box below, describe a situation(s) where* ***YOU*** *delivered a quality service with full transparency and accountability in a timely fashion.* |
|  |

Supporting Statement

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| --- |
| *This section is for* ***YOU*** *to provide additional information, in support of your application. You should demonstrate why you have applied and outline any other knowledge / expertise / attributes that you consider relevant to this position.* |
|  |

Are you in receipt of a Pension in respect of previous employment in Education Sector/Public Service? **Y/N**

**If Yes, please give details**

Are you on a Career Break from a Teaching Post or other Public Service employment? **Y/N**

**If Yes, please give details**

**Personal Disclosure:**

**NB: If this section is not completed, your application will not be considered for processing**

Cavan and Monaghan Education and Training Board owes a duty of care to its students. The ETB has a duty to satisfy itself that no employee poses a threat to students or staff. The ETB must therefore ask the following questions at the recruitment stage:

Have you ever been convicted of a criminal offence and/or an offence related to Child Welfare? **Y/N**

Have you ever been the subject of an inquiry or investigation concerning a child welfare matter, or an investigation arising from a complaint/allegation of child abuse or wrongdoing towards a minor? **Y/N**

Are you aware of any material circumstance in respect of your own conduct which impinges on the welfare of a minor? **Y/N**

If you answer YES to any of the above questions, please detail below the nature and date(s) of the investigation / offence(s):

|  |
| --- |
| N N/A |

**Important note**: It is a fundamental term of your employment that you make appropriate full disclosure in respect of the questions outlined above. You should also note that if Cavan and Monaghan ETB is satisfied, in the future, that you have made an incomplete or inaccurate disclosure, you may face disciplinary action, up to and including dismissal.

Cavan and Monaghan ETB 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 Cavan and Monaghan ETB, pursuant to “Children First” published by the Department of Children and Youth Affairs, the Child Protection Procedures for Primary and Post-Primary Schools published by the Department of Education or pursuant to any legal obligation imposed on Cavan and Monaghan ETB to facilitate the effective investigation of crime.

In the event of you being recommended for appointment to this position, Cavan and Monaghan ETB is obliged to comply with the terms of current Department of Education Circular Letters. Cavan and Monaghan ETB’s policy is that **all** newly appointed staff will be vetted by the National Vetting Bureau (NVB) and, the outcome of the vetting will be considered in the light of Cavan and Monaghan ETB’s vetting policy. This applies in respect of appointments to positions where the person is not currently an employee of Cavan and Monaghan ETB and applies irrespective of whether the individual has been previously vetted or not.

**References:** Please give details of two referees - to include your **most recent** employer / academic supervisor **(not a relative).**

**References may be taken up prior to interview. All appointments are subject to references satisfactory to Cavan and Monaghan ETB.**

**Current / most recent employer (not a relative):**

|  |  |
| --- | --- |
| Referee’s Name and Title | Referee’s position within this employment |
|  |  |
| In the box below, please provide referee’s full postal address. |
|  |

**Other Referee (not a relative):**

|  |  |
| --- | --- |
| Referee’s Name and Title | Referee’s position within this employment |
|  |  |
| In the box below, please provide referee’s full postal address. |
|  |

**Canvassing (DIRECTLY or INDIRECTLY) will Disqualify**

* I declare that the information that I have given in this application is true and correct.
* I understand that should any information prove false or inaccurate, Cavan and Monaghan ETB reserve the right to withdraw any offer of employment.
* I understand that in the event of being offered a position, Cavan and Monaghan ETB may make enquiries with relevant third parties in relation only, to child welfare or criminal matters.

*Please type your name as declaration that the information given in this application is true and correct.*

**Type Your Name Here**: **Date**:

**The completed application form must be uploaded in MS Word**

**Do NOT convert to Aobe PDF.**

**Closing Time/Date - See Cavan and Monaghan ETB listing on** [**www.etbjobs.ie**](http://www.etbjobs.ie)

**IMPORTANT NOTICE**

**The Selection Process may include:**

* Shortlisting of candidates on the basis of the information contained in their application
* Qualifying preliminary interview
* A presentation

**The Selection Process will include:**

* A competitive interview
* Reference checking
* Completion of a satisfactory pre-employment medical assessment

**Shortlisting:**

The number of applications received for a position may exceed that required to fill existing vacancies.

If numbers applying for the position are such that it would not be practical to interview everyone, CMETB may decide to employ a shortlisting process to select a group for interview who, based on an examination of the information provided in your application form, appear to be the most suitable for the position.

This is not to suggest that other candidates are necessarily unsuitable, or incapable of the job, rather that there are some candidates who are, prima facie, better qualified and/or have more relevant experience.

During any shortlisting exercise that may be employed, CMETB examines the application forms and assesses them against criteria based on the requirements of the position. It is therefore in your own interests to provide a detailed and accurate account of your qualifications/ experience in the application form.

1. A panel may be formed from which appointments may be made*.*
2. Applications are accepted online only via the website [www.etbjobs.ie](http://www.etbjobs.ie)
3. Deadline for receipt of completed CMETB application forms is **12:00-noon** **per CMETBs network and ETB Jobs clock.** There will be no deviation from this set clock. Applicants should ensure they upload their completed CMETB application form well in advance of the deadline. No corrections will be made after the deadline. Late applications are not accepted, **NO EXCEPTIONS.**
4. Incomplete Application Forms will not be considered. All questions on the official form must be fully completed by the applicant – **referral to “CV attached” will not suffice.**
5. Once your application is submitted, please telephone the HR Department **(047 30888 EXT 4)** to ensure your application has been received.
6. All enquiries regarding your application should be submitted via cmetbapplications@cmetb.ie quote the Job Title/Number.
7. Further information on CMETB including details of our schools, centres and programmes can be found on our website [www.cmetb.ie](http://www.cmetb.ie).
8. CMETB is committed to equality of opportunity in its recruitment and employment practices.
9. **Cuirfear fáilte roimh chomhfhreagras i nGaeilge**

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 Cavan and Monaghan Education and Training Board (CMETB). 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 Processing Policy available at [www.cmetb.ie](http://www.cmetb.ie)

1. We are Cavan and Monaghan Education and Training Board (CMETB). Our address and contact details are CMETB Administration Centre, Market Street, Monaghan H18 W449, telephone 04730888, email contact info@cmetb.ie We provide second level education, second chance education; further education and training including apprenticeships; Youthwork, community-based education programmes; prison education, outdoor education; arts education; outreach programmes, specialist programmes e.g., through Music Generation 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 Processing Policy available at [www. cmetb.ie](http://www.XXXXXXX.ie)
2. We collect and use your personal data. The personal data we collect includes your name; date of birth; address; contact details; previous employment, experience 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 Processing Policy available at [www.cmetb.ie](http://www.cmetb.ie) .

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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, 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 Processing Policy available at [www.cmetb.ie](http://www.cmetb.ie).
2. We do not transfer your personal data to a third country or international organisation. Certain companies who process personal data on behalf of CMETB may transfer personal data for processing outside the EU, however this will only be done with the agreement of CMETB and with the assurance that appropriate safeguarding measures are in place to protect the data. We will advise data subjects if their data is to be transferred outside the EU.
3. We do not engage in automated decision making/profiling.
4. Some personal data is only kept for a short period (e.g., 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 Processing Policy available at [www.cmetb.ie](http://www.cmetb.ie)
5. You have the following statutory rights, that can be exercised at any time:
6. Right to complain to supervisory authority (the Office of the Data Processing Commissioner)
7. Right of access
8. Right to rectification
9. Right of erasure
10. Right to restrict processing
11. Right to data portability
12. Right to object to automated decision making/profiling.

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

1. We have appointed a Data Processing Officer (DPO). Her name and contact details are Fiona Nugent dpo@cmetb.ie If you have any queries, please consult our Data Processing Policy ([www.cmetb.ie](http://www.cmetb.ie)) or contact our DPO.