**Competency Based Application Form**

**Please read all notes attached to this form prior to Completing this Competency Based Application Form**

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

**All question areas in this 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 this 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.
* 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
* Please take careful note of the closing date and time and submit your application in plenty of time, as LATE APPLICATIONS WILL NOT BE ACCEPTED. CMETB accepts no responsibility for applications that are received late.

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 Protection Policy available at [www.cmetb.ie](http://www.cmetb.ie)



**Application Form**

**Applicants**

Please read carefully the Important Notice and Guidelines for Completion of Application Form before completing your application.

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

**Do Not Alter the Font and/or Format of This Application Form**

**Completed Application MUST be uploaded in MS Word Format**

|  |  |
| --- | --- |
| **Title of Post:**  | **Grade VII Administrative Officer, Permanent****in the Finance Department** |
| **This is a Confined Competition open only to the Education and Training Sector.** Candidate Pool is the pool of eligible applicants that may apply for administrative posts within the Education and Training Sector.The Education and Training Sector comprises Education and Training Boards (ETBs) and Institutes of Technology (IOTs).See attached Department of Education Circular Letter **CL 08/2017** for guidance. |

**Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | **First Name:** |  |
| **Home Address:**  |  |
| **Address for Correspondence (if different to above)**   |    |
| **Mobile Number:**  |  |
| **Email address:**  |  |
| **Current Role:**  |  |
| **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 | Qualification Title  | Years of Award | Level of qualification/s |
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**Career to date - Start with your present / most recent position first**

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

**The Role and Function of the Grade VII Administrative Officer**

*A number of key competencies have been identified as being essential for the effective performance of the role and function of the Grade VII Administrative Officer.*

*These competencies are as follows:*

* *Leadership Potential*
* *Analysis and Decision Making*
* *Delivery of Results*
* *Interpersonal and Communication Skills*
* *Specialist knowledge, expertise and self-development*
* *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****).*

***Do not alter the Arial font or font size 11.***

Leadership Potential

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

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

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| In the box below, describe a time when **YOU** improved your performance and/or the performance of your work section ensuring work was delivered to meet a deadline.  |
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Interpersonal and Communication skills

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

Specialist Knowledge, Expertise and Self-development

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| --- |
| *In the box below, please provide details of how* ***YOU*** *have enhanced your relevant knowledge, skills, expertise and self-development for your roles.*  |
|  |

Drive and Commitment to Public Service Values

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| --- |
| *In the box below, please give details of an occasion when* ***YOU*** *delivered a quality service with full transparency and accountability within 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 additional knowledge / expertise / attributes which you deem relevant to this position.* |
|  |

Are you in receipt of a Pension in respect of previous employment in the 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:**

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. CMETB 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**?**

YES/NO

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?

YES/NO:

Are you aware of any material circumstance in respect of your own conduct which impinges on the welfare of a minor? YES/NO:

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

|  |
| --- |
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**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.

CMETB 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 CMETB, pursuant to the Children First Act 2015, the Department of Education Child Protection Procedures for Primary and Post-Primary Schools or to any legal obligation imposed on CMETB.

In the event of you being recommended for appointment to this position, CMETB is obliged to comply with the terms of current Department of Education Circular Letters and Memos. CMETB’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 CMETB’s vetting policy. This applies in respect of appointments to positions where the person is not currently an employee of CMETB 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).**

**Please Note**: References may be taken up prior to interview. Appointment is 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 only**

**Do NOT convert to Aobe PDF.**

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

 **Closing Date:**

**IMPORTANT NOTICE**

1. Please apply only for positions for which you are qualified.
2. Panels may be formed from which appointments may be made*.*
3. Incomplete Application Forms will not be considered. All questions on the official form must be fully completed by the applicant – **referral to “CV attached” or “details already on file” will not suffice.**
4. CMETB is committed to equality of opportunity in its recruitment and employment practices.
5. Once you upload your application form, please telephone the HR Department to ensure it has uploaded successfully. No corrections will be made once the deadline has passed.
6. **Cuirfear fáilte roimh chomhfhreagras i nGaeilge**

**Privacy Notice**

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 Protection 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 Protection Officer.

1. We have appointed a Data Protection 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.