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| **Guidelines:** |
| Before completing this form, please note the following:   * It is essential that all pages of this form are fully completed. * Typed application forms are preferable. * Closing date for receipt of completed application forms is no later than **12:00 noon on 19th July, 2017.** It is the candidate’s responsibility to ensure that their application is received on time. Any application received after the closing date will be deemed late irrespective of postage date. * **Interviews will take place on 29th Or 30th July, 2019.** * Please complete the form accurately, giving as much detail as possible of your skills and experience relating to this job application as shortlisting will be based on the information gathered from this form – (see pages 9 and 10 for guidance) * Completed application form should be returned by e-mail to [**careers@tipperaryetb.ie**](mailto:careers@tipperaryetb.ie) * Shortlisting of candidates may apply. * Canvassing will automatically disqualify. * Tipperary Education and Training Board is an equal opportunities employer. |

***Office use only***

*Date Received:*

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| **APPLICATION FOR THE POST OF Community Education Facilitator with Initial Duties of Enterprise Engagement** |

**VACANCY DETAILS**

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| **VACANCY NAME** | Community Education Facilitator with Initial Duties of Enterprise Engagement |
| **VACANCY LOCATION** | **Tipperary ETB –Initially Archerstown , Thurles,**  **Co. Tipperary** |
| **VACANCY REF No.** | **84** |

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| **APPLICANT DETAILS** | | | | | | | | | | |
| **Title:** |  | | | **First Name:** |  | | **Surname:** | |  | |
| **Postal Address:** | |  | | | | | | | | |
|  | | | | | | | | | | |
| **Phone (Home):** | | |  | | **Phone (Mobile):** |  | | **Phone (Work):** | |  |
| **E-mail:** | | |  | | | | | | | |

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| **PRESENT POSITION**  Please give details of your current position | | | |
| **Main Organisation** | **Place of your Employment /Location** | | **Current Job Title Grade:** |
| **Date from:**  **Date to :** |  | |  |
| Indicate the area of work/department to which you are currently attached | |  | |
| Indicate the type of contract held (Permanent, Temporary, Acting, etc.) | |  | |

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| **EDUCATION & TRAINING RECORD** | | | | | | |
| **Date From** | **Date To** | **School / College Attended** | **Title & Level of Qualification** | **Subject(s) Studied** | **Grade Obtained:** *Honours (1st or 2nd Class) / Pass* | **Year of Award** |
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| **EMPLOYMENT RECORD** | | | | |
| *Please begin with your* ***present, or most recent*** *employment* | | | | |
| **Name & Address of Employer** | **Dates Employed** | | **Title of Position Held** | **Summary of Main Duties** |
| From  dd/mm/yy | To  dd/mm/yy |
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| **CONTINUOUS PROFESSIONAL DEVELOPMENT**  Please list In-Career Development Course (s) and/or External Programme(s) taken and certification obtained. |

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| **Title of Course/Programme** | **Duration of Course** | **Name of Course/Seminar Organiser** | **Nature of Award** |
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| **Present Position** |
| Main responsibilities and significant features of the position. |
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**Application Form- Key Achievements Section**

In the following section of the application form we are interested in finding out what you consider to be the key strengths and achievements, which make you particularly suitable for the role of **Community Education Facilitator with Initial Duties of Enterprise Engagement Coordination** inthe context of the specific competencies identified for the role.

Please provide the following information:

* Summarise your experience to date under the competency heading.
* Describe one example that illustrates your competency under the heading, briefly describing the background/nature of the task, problem, objective, what you did and the outcome.

**Please note that you should not exceed 200 words in any of the sections.**

**Bullet points rather than lengthy text answers should be used to complete this section.**

The information you provide **will** form part of a short-listing process and will also be used to help structure your interview, should you be invited to attend. In this instance the interview board will question you in detail about the information you provide, with particular reference to the actions you took and your reasoning for doing so. More focus may be given during the interview (if you are invited to one) to the area of Specialist Knowledge, Expertise and Self Development.

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| **COMPETENCIES**  **1. LEADERSHIP POTENTIAL** |
| **Community Education Facilitator with Initial Duties of Enterprise Engagement**   * Is flexible and willing to adapt, positively contributing to the implementation of change * Contributes to the development of policies in own area and the broader Department/ Organisation * Seeks to understand the implications of taking a particular position on issues and how interdependencies need to be addressed in a logical and consistent way * Maximises the contribution of the team, encouraging ownership, providing support and working effectively with others * Formulates a perspective on issues considered important and actively contributes across a range of settings |
| 1 (a) Summarise your experience to date **(relevant to this role)** under this competency. (Do not exceed 200 words) |
| 1 (b) Describe one specific example that illustrated your competency **(relevant to this role)** briefly describing the background/nature of the task, problem, objective, what you did and the outcome. (Do not exceed 200 words) |

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| **2. ANALYSIS AND DECISION MAKING** |
| **Community Education Facilitator with Initial Duties of Enterprise Engagement**   * Is skilled at policy analysis and development, challenging the established wisdom and adopting and open-minded approach * Quickly gets up to speed in a complex situation, rapidly absorbing all relevant information/data (written and oral) * Uses numerical data skilfully to understand and evaluate business issues * Identifies key themes and patterns in and across different sources of information, drawing sound and balanced conclusions * Sees the logical implications of taking a particular position on an issue * Is resourceful and creative, generating original approaches when solving problems and making decisions |
| 2 (a) Summarise your experience to date **(relevant to this role)** under this competency. (Do not exceed 200 words) |
| 2 (b) Describe one specific example that illustrated your competency **(relevant to this role)** briefly describing the background/nature of the task, problem, objective, what you did and the outcome. (Do not exceed 200 words) |

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| **3.DELIVERY OF RESULTS** |
| **Community Education Facilitator with Initial Duties of Enterprise Engagement**   * Assumes personal responsibility for and delivers on agreed objectives/goals * Manages and progresses multiple projects and work activities successfully * Accurately estimates time parameters for projects and manages own time efficiently, anticipating obstacles and making contingencies for overcoming these * Maintains a strong focus on meeting the needs of customers at all times * Ensures all outputs are delivered to a high standard and in an efficient manner * Use resources effectively, at all times challenging processes to improve efficiencies |
| 3(a) Summarise your experience to date **(relevant to this role)** under this competency. (Do not exceed 200 words). |
| 3(b) Describe one specific example that illustrated your competency **(relevant to this role)** briefly describing the background/nature of the task, problem, objective, what you did and the outcome. (Do not exceed 200 words). |

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| **4. INTERPERSONAL AND COMMUNICATION SKILLS** |
| **Community Education Facilitator with Initial Duties of Enterprise Engagement**   * Communicates in a fluent, logical, clear and convincing manner verbally and in writing * Is able to listen effectively and develop a two-way dialogue quickly * Maintains a strong focus on meeting the needs of internal and external customers * Effectively influences others to take action * Works to establish mutual understanding to allow for collaborative working * Works effectively |
| 4 (a) Summarise your experience to date **(relevant to this role)** under this competency. (Do not exceed 200 words). |
| 4(b) Describe one specific example that illustrated your competency **(relevant to this role)** briefly describing the background/nature of the task, problem, objective, what you did and the outcome. (Do not exceed 200 words). |

**More focus may be given during the interview (if shortlisted) to the area**

**of Specialist Knowledge, Expertise and Self Development.**

**NB. Please consider carefully the information provided in the Information Document**

**before completing this section.**

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| **5. SPECIALIST KNOWLEDGE, EXPERTISE AND SELF DEVELOPMENT** |
| **Community Education Facilitator with Initial Duties of Enterprise Engagement**   * Clearly understands the role, objectives and targets and how they fit into the work of the unit and Department/ Organisation * Develops the expertise necessary to carry out the role to a high standard and shares this with others * Is proactive in keeping up to date on issues and key developments that may impact on own area, the department and/or wider public service * Consistently reviews own performance and sets self-challenging goals and targets * Has significant expertise in his/her field that is recognised and utilised by colleagues |
| In relation to the recent past, i.e. circa 3-5 years, please outline **specific** details of your **Specialist Knowledge, Expertise & Self Development (do not exceed 300 words) relevant to this role.** |

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| **6.DRIVE AND COMMITMENT TO PUBLIC SERVICE VALUES** |
| **Community Education Facilitator with Initial Duties of Enterprise Engagement.**   * Consistently strives to perform at a high level * Maintains consistent effort under pressure and is resilient to criticism or setbacks at work * Demonstrates high levels of initiative, taking ownership for projects and demonstrating self sufficiency * Is personally trustworthy and can be relied upon * Places the citizen at the heart of all process and systems * Upholds the highest standards of honesty, ethics and integrity |
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*If offered appointment, when could you take up duty? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**REFERENCES**

Please provide names, addresses and position/occupation of two people (other than relatives or friends) with knowledge of you and your work to whom professional reference can be made. One should be your current or most recent employer. [*Please note: your referees may be contacted without further communication with you]*.

***Present or most recent employer:***

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| Name & Title | Position Held: | Telephone/Mobile: | Email: |
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| Full address: | | | |
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***Other referee:***

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| Name & Title | Position Held: | Telephone/Mobile: | Email: |
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| Full address: | | | |
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| **DECLARATION**  **If this section is not completed, your application will not be considered for processing.** | | | | |
| **Tipperary Education and Training Board is legally obliged to request you to complete the following section of the Application Form.** | | | | |
| Have you ever been investigated by the Gardaí, Health Service Executive or an employer in relation to substantiated complaints made concerning your treatment of children? | | | |  |
| Where you the subject of any allegation of criminal conduct or wrong doing towards a minor? | | | |  |
| Are you aware of any material circumstance in respect of your own conduct which touched/touches on the welfare of a minor? | | | |  |
| Please note that 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 Tipperary 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.  Tipperary 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 the school, 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 and Skills or pursuant to any legal obligation imposed on the school to facilitate the effective investigation of crime.  In the event of your being recommended for the appointment to this position the Board is obliged to comply with the terms of current DES Circular Letters.  Tipperary ETB’s policy is that all newly appointed teachers and support staff will be vetting via the National Vetting Bureau and that the outcome of the vetting will be considered in the light of Tipperary ETB’s vetting policy. | | | | |
| * You are required to complete the declaration below certifying that all information you have provided is accurate. * The Selection Committee may wish to check any of the details you have provided. * Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.   I accept that in submitting my application for consideration that I declare that the information supplied in this application form is accurate and true. | | | | |
| **Signature:** |  | **Date:** |  | |

**COMPLETING A 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 (e.g. Management/leadership skills in the area of Human Resources, Corporate Governance or Finance in any sector). All question areas must be completed.

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”, 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 that, 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.