**TIPPERARY EDUCATION & TRAINING BOARD**

**APPLICATION FORM FOR THE POST OF**

**MUSIC GENERATION ADMINISTRATOR**

**MUSIC GENERATION TIPPERARY PROGRAMME (1 Post)**

**FIXED TERM CONTRACT (3 years)**

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| **APPLICANT NAME:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **CLOSING DATE:** | **Monday, 25th November at 5:00pm**  |

**Please note:**

The Application Form must be **TYPED.** Handwritten forms will not be accepted.

Boxes may be expanded as required – please comply with maximum word count requirements.

Please indicate if you have musical experience where applicable.

Applicants are eligible to apply for both positions. If you intend to apply for both positions, please tick both boxes.

1. **PERSONAL DETAILS**

|  |  |
| --- | --- |
| **First Name:** | **Surname:** |
|  |  |
| **Home Address:** | **Correspondence Address: *(if different)*** |
|  |  |
| **Home Phone Number:** | **Mobile Phone Number:** |
|  |  |
| **Email Address:** |  |

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| **Have you an EU Passport or work permit to work in the Republic of Ireland** |  |

**PENSION/REDUNDANCY HISTORY:**

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| --- |
| Are you in receipt of a Pension and/or Redundancy in respect of previous public service employment: |
|  |  |
| Education Sector (Tick **√** as appropriate): | **YES** |  | **NO** |  |
| Public Service (Tick **√** as appropriate): | **YES** |  | **NO** |  |

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| --- | --- |
| If Yes, to either of the above please state type of Pension/Pension Strand and/or redundancy scheme if applicable |  |
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| **Irish**:  |
| Knowledge/Level of Irish: ( ✓ ) Good Fair Weak Please note: “good” means being capable of performing the duties of office through the medium of Irish. Are you a fluent Irish Speaker: ( ✓ ) Yes No Qualifications in Irish: ( ✓ ) Yes No If Yes please provide details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **PRESENT POSITION**

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| **Please give details of your current position:** |
| **Employer Name and Address:** | **Job Title/Grade:** | **Notice Period:** *(how soon after an offer of appointment would you be in a position to take up employment)* |
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1. **QUALIFICATIONS**

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| **3.1 Primary Degrees/Diplomas Title**: |
| **University/Institute/College:**  |
| **Degree or Equivalent(s) and Grade:** | **Awarding Body:**  |
| **Year of Entry:**  | **Year Qualified:**  |
| **Subjects studied (please indicate first year and final year subjects):** |

|  |
| --- |
| **3.2 Post Graduate Degrees/Diplomas Title:** |
| **University/Institute/College:**  |
| **Degree or Equivalent(s) and Grade:** | **Awarding Body:**  |
| **Year of Entry:**  | **Year Qualified:**  |
| **Subjects studied (please indicate first year and final year subjects):** |

|  |
| --- |
| **3.3 Post Graduate Degrees/Diplomas Title:** |
| **University/Institute/College:**  |
| **Degree or Equivalent(s) and Grade:** | **Awarding Body:**  |
| **Year of Entry:**  | **Year Qualified:**  |
| **Subjects studied (please indicate first year and final year subjects):** |

|  |
| --- |
| * 1. **Other Skills Training/Courses relevant to this Post:**
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| **Length of Course** | **Year completed** | **Title of Skills Training/Courses** | **Award** | **Training/Awarding Body** |
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1. **FORMAL/NON-FORMAL LEARNING**

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| This may include IT upskilling, involvement in partnership committees/sub-committees, attendance at Seminars, representative role(s) and other professional development |
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1. **WORK EXPERIENCE**

| **5.1 Please provide details of your work history beginning with the most recent position:** |
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| **Dates****(From/To):** | **Name & Address of Employer:** | **Position Held/Job Title & Whole-time or Part-time:** | **Reasons for Leaving:** |
|  |  |  |  |
| **Please give summary of main duties:** (Be clear about the specific responsibility you had, who you reported to and who you engaged with for each role or project in your career to date.) |

| **Dates****(From/To):** | **Name & Address of Employer:** | **Position Held/ Job Title & Whole-time or Part-time:** | **Reasons for Leaving:** |
| --- | --- | --- | --- |
|  |  |  |  |
| **Please give summary of main duties:** (Be clear about the specific responsibility you had, who you reported to and who you engaged with for each role or project in your career to date.)**Please give summary of main duties:** (Be clear about the specific responsibility you had, who you reported to and who you engaged with for each role or project in your career to date.)**Please give summary of main duties:** (Be clear about the specific responsibility you had, who you reported to and who you engaged with for each role or project in your career to date.) |

1. **RELEVANT EXPERIENCE**

| **6.1 Please provide details of relevant experience in arts/music/general administration if not already provided under ‘Employment History’ above:** |
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| **Dates****(From/To):** | **Name & Address of Employer (or in the case of voluntary, work, name of organisation/group):** | **Position Held/Job Title &****Whole-time or Part-time:** | **Reasons for Leaving:** |
|  |  |  |  |
| **Please give summary of main duties:** (Be clear about the specific responsibility you had, who you reported to and who you engaged with for each role or project in your career to date.) |

| **Dates****(From/To):** | **Name & Address of Employer (or in the case of voluntary, work, name of organisation/group):** | **Position Held/Job Title &****Whole-time or Part-time:** | **Reasons for Leaving:** |
| --- | --- | --- | --- |
|  |  |  |  |
| **Please give summary of main duties:** (Be clear about the specific responsibility you had, who you reported to and who you engaged with for each role or project in your career to date.) |

| **Dates****(From/To):** | **Name & Address of Employer (or in the case of voluntary, work, name of organisation/group):** | **Position Held/Job Title &****Whole-time or Part-time:** | **Reasons for Leaving:** |
| --- | --- | --- | --- |
|  |  |  |  |
| **Please give summary of main duties:** (Be clear about the specific responsibility you had, who you reported to and who you engaged with for each role or project in your career to date.) |

1. **THE ROLE AND FUNCTION OF MUSIC GENERATION ADMINISTRATOR**

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| A number of key competencies have been identified as being essential for the effective performance of the role and function of **MUSIC GENERATION ADMINISTRATOR** These competencies are as follows:* Teamwork
* Planning, Organising and Delivery of Results
* Communication Skills
* Drive and Commitment
* Specialist Knowledge, Expertise and Self Development
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| **Outline an example(s) on the following pages of how and where you have displayed each of these competencies (no more than 250 words per competency). The example(s) may be drawn from your professional or personal experience.**  |

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| **7.1 Teamwork:**  |
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| **7.2 Planning, Organising and Delivery of Results:** |
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| **7.3 Communication Skills:**  |
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| **7.4 Drive and Commitment:** |
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| **7.5 Specialist Knowledge, Expertise and Self Development:** |
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1. **QUALITIES AND SKILLS**

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| --- |
| Please list three qualities and three skills which you consider most relevant to this post |
| Qualities  |  |
|  |
|  |
| Skills |  |
|  |
|  |
| Please list your reasons for applying for this position: (Max 500 words)  |
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1. **ADDITIONAL INFORMATION**

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| **9.1 Additional Information**This section is for you to provide any additional information which you consider relevant to your application for the role of Music Generation Administrator. (Max 500 words) |
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1. **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:***

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

***Other referee:***

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

1. **DECLARATION**

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

Have you been investigated by the Gardaí, HSE, or your employer in relation to substantiated complaints made concerning your treatment of children?

 YES [ ]  NO [ ]

Were you the subject of any allegation of criminal conduct or wrongdoing towards any individual(s)?

 YES [ ]  NO [ ]

Are you aware of any material circumstance in respect of your own conduct which touched/touches on the welfare of a minor?

 YES [ ]  NO [ ]

Are you aware of any material circumstance in respect of your own conduct which touched/touches on the welfare of an adult?

 YES [ ]  NO [ ]

|  |
| --- |
| **If you tick Yes to any of the above, please provide details:** |

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 the centre is satisfied, in the future, that you have made an incomplete or inaccurate disclosure, you may face disciplinary action, up to and including dismissal.

The centre 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 centre, pursuant to “Children First” published by the Department of Children and Youth Affairs, the Child Protection Procedures published by the Department of Education and Skills or pursuant to any legal obligation imposed on the centre to facilitate the effective investigation of crime.

In the event of your being recommended for appointment to this position Tipperary ETB is obliged to comply with the terms of current DES Circular Letters.

Tipperary ETB policy is that all newly appointed staff will be vetted via An Garda Síochána and that the outcome of the vetting will be considered in the light of the centre’s vetting policy. This applies in respect of all appointments in centre settings.

1. **DECLARATION AND SIGNATURE**

You are required to sign 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 declare that the information supplied in this application form is accurate and true.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed application forms must be emailed to careers@tipperaryetb.ie **by 5pm, Monday, November 25st 2019.** Please reference post title in subject line.

Shortlisting of applicants may apply. Late and/or incomplete applications will not be considered.

Tipperary ETB is registered as a Data Controller.

Tipperary ETB is an equal opportunities employer*.* Recruitment to posts within Tipperary ETB is on the basis of merit as assessed at interview and supported by references.