

PLEASE COMPLETE THE FOLLOWING ESSENTIAL STEPS ON COMPLETION OF THE APPLICATION FORM

1. Please email your application form to [recruitment@loetb.ie](mailto:recruitment@loetb.ie) by 12 noon, Monday 27 September 2021. Please ensure that the completed Application Form is saved as a PDF document with your own name and the job reference number, for e.g. John Smith BE2019.
2. Insert Correct Reference Number in subject line of Email - BUS2021 Please only enter the reference number in the subject line of the email as it appears on the advertisement (do not include spaces/dashes/additional words e.g. Reference).
3. Late applications will not be considered.

Before completing this form please note the following:

* Application Form must be TYPED.
* Application is by official Laois and Offaly Education and Training Board (LOETB) Application Form only. No letter of application, CV or written reference should accompany this form.
* Do not alter the application form as it may render your application invalid. Boxes may be expanded as required.
* All sections must be fully and accurately completed, giving as much detail as possible of your skills and experience relevant to the position advertised.
* Each person who is appointed by LOETB to a position that a necessary and regular part of which, consists mainly of the person having access to, or contact with, children or vulnerable adults must be vetted in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and receive a satisfactory disclosure from the National Vetting Bureau.
* All personal information which LOETB holds is protected by the Data Protection Acts 1988 to 2018. The Data Protection Acts apply to the keeping and processing of Personal Data, both in manual form and on computer.  LOETB is obliged to comply with data protection as set out in these Acts.
* LOETB is subject to the Freedom of Information Act, 2014 and this Act gives people a right of access to certain records held by LOETB.
* LOETB is an Equal Opportunities Employer.
* Canvassing will disqualify.



Application form

BUS ESCORT PANEL 2021/2022

Ref: BUS2021

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| --- | --- |
| Laois and Offaly Education and Training Board will be forming a panel for positions that  may arise during the Academic year 2021/2022 | |
| Laois – To include the Portlaoise catchment area |

1. Personal Details

|  |  |
| --- | --- |
| Surname: |  |
| First Name(s): |  |
| Home Address: |  |
| eircode: |  |
| contact number: |  |
| email: |  |

2.

|  |  |  |
| --- | --- | --- |
| Are you currently on a career break? | Yes | No |
| If so, please give details: |  |  |

3.

|  |  |  |
| --- | --- | --- |
| Are you currently on maternity leave? | Yes | No |
| If so, please give details: |  |  |

4. Pension History

|  |  |  |
| --- | --- | --- |
| Are you currently in receipt of a Public Service Pension in respect of previous employment? | Yes | No |
| Are you currently in a Pension Scheme? | Yes | No |
| Are you currently in receipt of a State Pension | Yes | No |

5. Education Details (include second level and further education, most recent first)

|  |  |  |
| --- | --- | --- |
| Schools/College Attended | Dates | Examinations taken |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

6. Present Employment

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name & Address of Employer | From | To | Period in Months | Job Description | Status  (PWT or TWT) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

7. Previous Employment

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name & Address of Employer | From | To | Period in Months | Job Description | Status  (PWT or TWT) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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8. Other relevant, non-accredited courses – (most recent first) you may wish to give in

support of your application eg, First Aid Courses

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|  |

9. Gaps in Employment History

Please indicate the reason for any gaps in employment history:

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| --- |
|  |

10. References

It is the policy of LOETB to seek a reference from 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].

|  |  |
| --- | --- |
| Reference Number 1 | Reference Number 2 |
| Name: | Name: |
| Address: | Address: |
| Mobile No.: | Mobile No.: |
| Email Address: | Email Address: |
| Position: | Position: |

11. Pension History

|  |  |  |
| --- | --- | --- |
| Are you currently in receipt of a Public Service Pension in respect of previous employment? | Yes | No |
| Are you currently in a Pension Scheme? | Yes | No |

12. Commencement Date

|  |  |
| --- | --- |
| If appointed, please indicate the earliest at which you would be available to take up duty: |  |

13. Declaration

I certify that all particulars in this application are true and correct, to the best of my knowledge and belief. I am aware that any employment offered to me is dependent upon the information given here being correct. I am aware that false or misleading information or deliberate omissions may result in termination of any employment offered.

In the event of my application being successful, I give LOETB permission to contact previous public sector employer(s) regarding previous service, salary details and entitlements.

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_



JOB DESCRIPTION FOR CANDIDATES APPLYING FOR BUS ESCORT

Purpose of Job: To assist a student from home to school on a daily basis

Responsible to: Principal and the Chief Executive

Hours of Work: To be decided hours (morning and afternoon)

Responsibilities:

* Must ensure that they are on the bus at time of first pick-up and last set down
* Are responsible for the safety of children when opening and closing doors prior to “stop” and “move off”
* Assisting children to board and alight safely from the school bus
* Making sure all children are seated with appropriate straps, harnesses where provided
* Ensure that each pupil is received by some responsible person at the set down point

Duties:

* Supervision of children travelling on the bus
* Maintain a good working relationship with the driver of the bus
* Act as liaison between Principal and/or Class Teacher and parents when required, i.e. conveyance of messages and letter to parents
* Observe confidentiality in all aspects of work
* Be aware of particular disabilities of children on the bus and be briefed by the Principal on how to deal with same, e.g. epilepsy etc.
* Perform any other duties relevant to the position of escort which may be assigned by the Principal from time to time
* Unless under exceptional circumstances, the escort should never leave the bus
* The escorts position on the bus should be where maximum control of children is achieved i.e. at back of the bus
* Report all concerns to the Principal and/or Class Teacher
* To comply with Laois and Offaly Education and Training Board policies and procedures
* The above list is not exhaustive



PERSON SPECIFICATION FOR CANDIDATES APPLYING FOR BUS ESCORT

The minimum required standard of education for appointment to the post are:

A FETAC level 3/QQI Level 3 major qualification on the National Framework of Qualification or a minimum of three grade D’s in the Junior Certificate or equivalent

* Each appointment to Laois and Offaly Education and Training Board is subject to receipt of a satisfactory disclosure from the National Vetting Bureau.
* Two written references.

Characteristics/attributes should include:

# Candidates should have experience in working with children, have an understanding of special needs and be able to deal with parents and school staff in a professional way

* Good planning and organising skills
* Excellent interpersonal skills

**Privacy Notice**

By applying for any post, working or volunteering with, or otherwise taking up any position with Laois and Offaly Education and Training Board (LOETB), you acknowledge that your personal data (including special category personal data) shall be processed by LOETB. 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 Protection Policy available at [www.loetb.ie/data-protection](http://www.loetb.ie/data-protection).

1. We are LOETB. Our address and contact details are Administrative Offices, Ridge Road, Portlaoise, Co. Laois (057/8621352). We provide secondary level education, further education and training including apprenticeships; Youthwork, community-based education programmes; prison education, outdoor education; 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 Protection Policy available at [www.loetb.ie/data-protection](http://www.loetb.ie/data-protection).
2. We collect and use your personal data. The personal data we collect includes your name; date of birth; address; contact details; CV 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 Protection Policy available at [www.loetb.ie/data-protection](http://www.loetb.ie/data-protection).

1. We share your personal data with third parties, including other Government bodies. Depending upon the nature of your role within LOETB, this may include data-sharing with bodies including the Department of Education and Skills, 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 Protection Policy available at [www.loetb.ie/data-protection](http://www.loetb.ie/data-protection).
2. We do not transfer your personal data to a third country or international organisation.
3. We do not engage in automated decision making/profiling.
4. Some personal data is only kept for a short period (e.g. we will destroy at the end of an academic year because it is no longer needed). Some data we retain for a longer period (eg. we retain your data even after you leave our employment). For further information on the retention periods, please go to section 6 of our Data Protection Policy available at [www.loetb.ie/data-protection](http://www.loetb.ie/data-protection).
5. You have the following statutory rights, that can be exercised at any time:
6. Right to complain to supervisory authority.
7. Right of access.
8. Right to rectification.
9. Right to be forgotten.
10. Right to restrict processing.
11. Right to data portability.
12. Right to object and automated decision making/profiling.

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

8. We have appointed a Data Protection Officer (DPO). The DPO’s name and contact details are Frank Walsh, Administrative Offices, Castle Buildings, Tara Street, Tullamore, Co. Offaly (057/9349400), email: [dpo@loetb.ie](mailto:dpo@loetb.ie). If you have any queries, please consult our Data Protection Policy (available at [www.loetb.ie/data-protection](http://www.loetb.ie/data-protection)) or contact our DPO at [dpo@loetb.ie](mailto:dpo@loetb.ie).