

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

1. E-mail application form to [recruitment@loetb.ie](mailto:recruitment@loetb.ie) by 12 noon, Friday 3rd May 2024.
2. 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 FET194
3. Insert Correct Reference Number in subject line of Email – FET306 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).
4. Applications are only accepted by email. Late applications will not be considered.

Before completing this form please note the following:

* Application Form must be TYPED.
* Application is by official 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 – please comply with maximum word count.
* 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.
* Shortlisting of candidates may take place. Canvassing will disqualify.



**Application Form**

**Construction Skills Certification Scheme Instructor**

**Ref FET306**

**Permanent Post**

All sections must be completed in full and typed (The form will expand to accommodate the text you enter).

|  |  |
| --- | --- |
| **Surname:** |  |
| **First Name(s):** |  |
| **Home Address:** |  |
| **Contact Details:** | **Work:**  **Home:**  **Mobile:**  **E-mail:**  **Eircode:** |

**Education and qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Address of Academic Institution/Awarding Body** | **Period of Study** | | **Level on NFQ Framework** | **Award/Qualification Obtained** |
| **From:** | **To:** |
|  |  |  |  |  |

**Professional development courses and qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **details of Awarding Body and Course** | **Period of Study** | | **Award/Qualification Obtained** |
| **From:** | **To:** |
|  |  |  |  |

**Employment Record**

**Present Employment Position**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer**  **(**name and Address) | **Dates**  **From:** | **Dates To:** | **nature of employment**  (Outline job title, duties and main responsibilities) |
|  |  |  |  |

**please give details of your previous work history beginning with the most recent position**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer**  **(name and Address)** | **Dates**  **From:** | **Dates To:** | **nature of employment**  **(Outline job title, duties and main responsibilities)** | **Reason/s for Leaving** |
|  |  |  |  |  |

|  |
| --- |
| **Demonstration of Competencies: Please give one example from your career to date that demonstrates your competency in each of the areas outlined below: (Please see note attached: ADVICE FOR CANDIDATES ON COMPLETING A COMPETENCY-BASED APPLICATION FORM)**  **Please limit your response to 300 words per competency.** |

|  |
| --- |
| 1. **Planning and Organising** |
|  |
| 1. **Achieving Delivery of Results and Customer Focus** |
|  |
| 1. **Communication and Influencing Skills** |
|  |
| 1. **Team Working** |
|  |
| 1. **Continuous Improvement and Innovation** |
|  |

|  |
| --- |
| **Development of Service: Outline how you will maintain and ensure the successful delivery of the CSCS programme and identify where possible innovative ways to complement the service.** |

|  |
| --- |
| **Personal Statement: Outline briefly why you think you are suitable for appointment, and the particular talents/qualities you bring to this position.** |

**Gaps in Employment History**

**Please indicate the reason for any gaps in employment history:**

|  |
| --- |
|  |

**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: |

**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 on Career Break? | | Yes | No |
| If appointed please indicate the earliest at which you would be available to take up duty |  | | |

**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:** \_\_\_\_\_\_\_\_\_\_\_\_



**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 (Planning & Organising, Achieving Delivery of Results & Customer Focus, Communication & Influencing Skills, Team Working, Continuous Improvement & Innovation).

All question areas 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 believe 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 in more than two skill areas.

**The Shortlisting Process:**

It is important to note that while you may meet the essential qualification/s and eligibility requirements of the position, if the numbers applying for the position are such that it would not be practical to interview everyone, LOETB may decide to employ a shortlisting process to select candidates for interview.

During the shortlisting process, the shortlisting board will examine the application forms and assess them against pre-determined criteria based on the requirements of the position and the quality of your application form. It is therefore in your own interests to provide a detailed and accurate account of your qualifications/experience/skills and competencies on the application form in a clear and concise manner.

Candidates who are not shortlisted are not necessarily deemed unsuitable, or incapable of undertaking the job, rather that those who were shortlised demonstrated more clearly their suitability for the specific position in terms of their qualifications/experience/skills and competencies.

Each recruitment competition is independently asssessed by the shortlsiting board and considered in the context of the needs of the specific position advertised. Accordingly scores may differ from competition to competition.

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.

**A number of key competencies have been identified as being essential for the effective performance of the role and function of CSCS Instructor.**

The five competencies are as follows;

1. **Planning and Organising**

Ability to establish clear objectives and priorities, schedule time, resources and activities effectively and efficiently and carefully monitor progress and results

1. **Achieving Delivery of Results and Customer Focus**

Understands and meets the needs of the organisation and trainees. Ability to focus efforts and energy on successfully achieving standards of excellence in delivery of goals and objectives

1. **Communication and Influencing Skills**

Ability to express ideas clearly and present information effectively (verbal and written). Ability to clearly and accurately explain issues, policies, procedures and other pertinent information to trainees

1. **Team Working**

Ability to work co-operatively within a group to achieve successful results in a respectful manner

1. **Continuous Improvement and Innovation**

Ability to be proactive in generating ideas and activities for improvement and finding creative solutions for programme reviews, which may include updating presentations etc.

**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, Mountrath Rd., 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 (e.g. 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.

1. We have appointed a Data Protection Officer (DPO). If you have any queries, please consult our Data Protection Policy (available at [www.loetb.ie/data-protection](http://www.laoisoffalyetb.ie/data-protection)) or contact our DPO at [dpo@loetb.ie](mailto:dpo@loetb.ie).