

**PLEASE ENSURE THE FOLLOWING ESSENTIAL STEPS ARE ADHERED TO ON COMPLETION OF THE APPLICATION FORM**

1. E-mail application form to [recruitment@loetb.ie](mailto:recruitment@loetb.ie) by 12 noon, on Tuesday 27th May 2025.
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 BA40.
3. Insert Correct Reference Number in subject line of Email OCC147**.** 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).

1. Applications are only accepted by email and in PDF format. 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**

**Please note: 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. Leading Learning & Teaching, Leading School Development, Communication Skills etc.). 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.

The selection criteria and marking scheme for the position are as follows

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| --- | --- | --- | --- |
| **Competency** | **Weighting (%)** | **Rating (1-5)** | **Highest Possible Score (Weighting X Rating)** |
| **Leading Learning & Teaching** | 20 | Max is 5 | 100 |
| **Leading School Development** | 20 | Max is 5 | 100 |
| **Developing Leadership Capacity** | 20 | Max is 5 | 100 |
| **Communication** | 10 | Max is 5 | 50 |
| **Managing the Organisation** | 20 | Max is 5 | 100 |
| **Self-Awareness and Self-Management** | 10 | Max is 5 | 50 |
| **Highest Possible Score** |  |  | **500** |



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| **APPLICATION FOR THE POSITION OF**  **PRINCIPAL**  **Oaklands Community College**  **Ref No. OCC147** |

1. **PERSONAL DETAILS**

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| **SURNAME:** |  |
| **FIRST NAME(S):** |  |
| **HOME ADDRESS:** |  |
| **EIRCODE:** |  |
| **CONTACT DETAILS:** | **HOME:**  **MOBILE:**  **E-MAIL:** |

1. **pension history & employment Status**

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| **Please tick** | **Yes** | **No** |
| 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 |
| Are you on a career break from a Public Service employment? | Yes | No |
| If so, please give details | | |
| Are you currently on maternity leave? | Yes | No |

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| **Please tick** | **Yes** | **No** |
| Are there any restrictions regarding your employment?  *(if you answer YES, please provide details on a separate sheet)* |  |  |
| Do you require a Work Permit? |  |  |
| Do you have five years’ whole-time teaching service or equivalent? (CL 06/02) |  |  |
| Are you registered with the Teaching Council? |  |  |
| If YES, Teaching Council Registration No |  | |
| Please note that the successful candidate will be paid by Laois and Offaly ETB and will have to fulfil the DES conditions which include registration with the Teaching Council | | |

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| **For employer use only:** | **Yes** | **No** |
| Application received by closing date |  |  |
| Teaching Council Registration |  |  |
| Post-Primary Teacher Qualification(s) as per DES Guidelines: |  |  |
| Minimum of 5 year’s whole-time satisfactory teaching service or its equivalent |  |  |

1. **PRESENT POSITION**

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| **Please give details of your current position:** | | | |
| **Organisation:** | **Location:** | | **Job Title:** |
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| **How much notice do you need to give your current employer?** | |  | |

1. **EDUCATION & QUALIFICATIONS**

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| --- | --- | --- | --- | --- |
| **Name & Address of University/Institute/College** | **Award & Qualification Obtained**  **Pass/Hons** | **Level on NFQ Framework** | **Year of Award** | **Subjects Studied** |
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| * 1. **Other Skills Training/Courses undertaken relevant to this position (prioritise up to a maximum of 7 courses):** | | |
| Year attended | Title of Skills Training | Training Body |
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**5. PROFESSIONAL MANAGEMENT/LEADERSHIP DEVELOPMENT**

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| **5.1 Professional Management/Leadership Development:**  List any management/leadership courses not included above. Please include dates of the relevant training and duration of these courses as well as additional qualifications. Start with the most recent and work backwards. A descriptor of the Course is **NOT** required. | | | |
| **Name of Course** | **Name of Organisation/Institution running course** | **Length of Course** | **Year** |
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**6. TEACHING AND OTHER RELEVANT EXPERIENCE**

| **6.1 Please provide details of your work history beginning with the most recent position:** | | | | |
| --- | --- | --- | --- | --- |
| Dates  From/To | Name & Address of  Employer | Position Held &  Whole-time or Part-time | Summary of Main Duties | Reasons for Leaving |
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| **6.2 Post(s) of Responsibility or equivalent beginning with the most recent position:** A descriptor of the post is **NOT** required. | | | |
| Dates From/To | Position  (Indicate level of post – e.g. API, APII, SD) | School or other Institution | **Title** of post  (a descriptor of the post is not required) |
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| **6.3 Other relevant experience (i.e. Social/Business) beginning with the most recent:** | | | |
| Dates From/To | Position | School or other Institution | Key responsibilities/role |
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| **6.4 List, outline dates, the main extra-curricular activities in which you are or have been involved (max 100 words) Begin with the most recent.** |
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**7. THE ROLE AND FUNCTION OF THE PRINCIPAL**

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

These competencies are as follows:

7.1 Leading - Learning and Teaching

7.2 Leading School Development

7.3 Developing Leadership Capacity

7.4 Communication

7.5 Managing the Organisation

7.6 Self-Awareness and Self-Management

Outline an example(s) on the following pages of how and where you have displayed each of these competencies **(a maximum of 450 words is permitted for each competency).** The example(s) may be drawn from your experience in various settings including professional, social, sporting or voluntary.

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| **7.1 Leading – Learning and Teaching**  **Definition:**  Understands that high quality teaching and learning is the core business of a school and demonstrates the skills to act as the instructional leader promoting a culture of improvement and collaboration in this area.   * Engages all stakeholders in the SSE process to create and maintain a culture of high expectation for all in which learning flourishes enabling students to become active and motivated learners. * Has the understanding and ability to foster a culture of open dialogue and collaboration regarding standards of teaching and learning. Operates highly effective systems for monitoring student progress and achievement to help students reach their full potential. |
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| **7.2 Leading School Development**  **Definition:**  Demonstrates the ability to establish and maintain a guiding vision for the school in line with the mission statement and communicates appropriately the goals and expectations of this vision to the school community.   * Knows how to develop a school culture that is in line with the purposes and goals of LOETB and ETB Schools’ core values, by approaching change management in a collaborative and sensitive manner, keeping abreast of changes in education and using SSE to manage school’s responses to changing needs. * Demonstrates a capacity to link goals and expectations to structures which support (a) excellence in teaching and learning (b) a community of learning and (c) the development of a management tier devoted to the key objectives of the school. |
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| **7.3 Developing Leadership Capacity**  **Definition:**  Empowers staff to carry out leadership roles, facilitates active student participation in school leadership while reflecting on the effectiveness and sustainability of their personal leadership and networking with other leaders.   * Appreciates the critical importance of the Principal/Deputy Principals relationship and the importance and overall impact of an effective and sustainable Senior Management Team partnership. Proactively and collaboratively engages with other school leaders, including national leadership and management bodies to support their own professional development * Recognises and harnesses the many and varied skills and talents of the school community to create and motivate staff teams and working groups to develop leadership capacity in all aspects of school life. Works actively to develop leadership capacity through open consultation, collaboration, planning and building trust and delegates responsibilities appropriately and strategically |
|  |
| **7.4. Communication**  **Definition:**  Demonstrates the capacity to clearly hear and articulate views, opinions and attitudes through effective and appropriate and empathic interaction with all stakeholders in a variety of situations and contexts**.**   * Shows the capacity and skills to listen, relate and communicate in a meaningful and respectful way with individuals and groups and in particular with all school stakeholders. * Has good verbal and written communication skills and demonstrates these while speaking in public and making presentations. Utilises clear and frequent communication with staff and students while articulating clearly a vision for the school. Cultivates effective channels of internal and external communication to promote the school. |
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| **7.5 Managing the Organisation**  **Definition:**  Uses a range of resources, supports and processes to ensure the effective and efficient running of the school and develops and implements a system of professional responsibility and accountability.   * Has an appreciation and clear understanding of the statutory role and primacy of the ETB, of their responsibility as Secretary to the Board of Management, the importance of consulting with and keeping the ETB and Board of Management actively informed and implementing the decisions of the ETB and the Board of Management in an appropriate and accountable manner. * Develops or uses systems to organise and keep track of information and manages the allocation of finances and other resources in line with ETB policy. Maintains accurate records of resources and finances in accordance with sectoral accountability guidelines. Allocates relevant decision making and other responsibilities to the appropriate staff members and provides the necessary support for effective delegation. |
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| **7.6 Self-Awareness and Self-Management**  **Definition:**  Is self-aware and has the capacity to self-manage and develop personally and professionally.   * Develops self-awareness through personal and collaborative critical reflection identifying areas of personal practice requiring improvement. Understands the concept of professional boundaries and maintains this in dealing with stakeholders. Upholds professional integrity through discretion, confidentiality, loyalty and trust. * Has the capacity to place issues and challenges within the context of the position of Principal and understands the need to separate school related issues from personal life. Has self-awareness and a willingness to seek the help, advice and support of others in challenging situations. |
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# 8. GAPS IN EMPLOYMENT HISTORY

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| **Please indicate the reason for any gaps in employment history:** |
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**9.** **SUPPORTING STATEMENT**

This section is for you to provide further information in support of your application. You should demonstrate why you have applied for the position and outline any other knowledge/expertise or attributes which you consider pertinent to the role of Principal within the context of the ethos and characteristic spirit of the school (**max 200 words**).

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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]*.

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & Title:** | **Position Held:** | **Telephone/Mobile:** | **Email:** |
|  |  |  |  |
| **Full address:** | | | |
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# 11. DECLARATION

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

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| --- | --- | --- |
| **Please tick** | **Yes** | **No** |
| Have you been investigated by the Gardai, HSE, or your employer in relation to substantiated complaints made concerning your treatment of children? |  |  |
| Were you the subject of any allegation of criminal conduct or wrongdoing towards a minor? |  |  |
| Are you aware of any material circumstance in respect of your own conduct which relates to 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 the 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.

The 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 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 appointment to this position Laois and Offaly ETB is obliged to comply with the terms of current Department of Education Circular Letters.

Section 12 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 requires a school authority to obtain a vetting disclosure from the Vetting Bureau prior to the employment, contract, permission or placement of a person to undertake relevant work or activities with children or vulnerable persons. This applies in respect of appointments to teaching posts, Principal and Deputy Principal positions where the person is not currently an employee of Laois and Offaly ETB and applies irrespective of whether the individual has been previously vetted or not.

**12. 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.

I acknowledge that the appointment may be subject to appeal as provided for in Circular Letter 0062/2021.

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

**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 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 (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). 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.laoisoffalyetb.ie/data-protection)) or contact our DPO at [dpo@loetb.ie](mailto:dpo@loetb.ie).