

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

1. E-mail application form to recruitment@loetb.ie by **12 noon Friday 28th February 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 ADM001.

1. Insert Correct Reference Number in subject line of email ADMIN55 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).
2. 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.

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| **COMPETENCY BASED APPLICATION FORM****PLEASE READ ALL INFORMATION PRIOR TO COMPLETING THIS COMPETENCY BASED APPLICATION FORM**A Competency Based Application Form requires you, the candidate, to describe some of your personal achievement to-date that demonstrate certain competencies (necessary skills and qualities) required for the position you are applying for (e.g. Leadership, Analysis and Decision Making, Commitment to Public Service Values).ALL QUESTION AREAS ON THIS APPLICATION FORM 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 think is the best example of what YOU have done which demonstrates this skill or quality. It is essential that you describe how YOU demonstrate 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 “X was successful”, you should describe exactly what YOU did and how YOU demonstrated the skill or quality in question.For each example please include the following:1. The nature of the task, problem, or objective
2. What you actually did and how you demonstrated the skill or quality (and, where appropriate, the date you demonstrated it)
3. The outcome or result of the sitatuion 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:** if you are called for interview, the Board may look for additional examples of where you demonstrated the skills required for this post so, you should think/prepare a number of examples of where you demonstrated each of the skills. |



**APPLICATION FORM**

**GRADE IV – ASSISTANT STAFF OFFICER**

**HR Department**

**1 x Permanent Post**

**Start Date: 28th April 2025**

**Open Competition**

**Ref. ADMIN55**

**(a) personal details**

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

**(b) pension history & employment Status**

|  |  |  |
| --- | --- | --- |
| Are there any restrictions on your right to work in Ireland | Yes | No |
| If yes, please give details |  |  |
| 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 yes, please give details  |
| Are you currently on maternity leave? | Yes | No |
| If appointed please indicate the earliest date you would be available to take up duty? |  |

**(c) Education and qualifications**

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| --- | --- | --- | --- |
| **Name and Address of Academic Institution/Awarding Body** | **Award/Qualification Obtained** | **Level on NFQ Framework** | **year of award** |
|  |  |  |  |

**Professional development courses and qualifications**

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

**Membership of a recognised or prescribed body or equivalent**

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**(d) Present or most recent Employment Position**

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

please give details of your previous work history beginning with the most recent position (Additional lines can be added if necessary)

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

A number of key competencies have been identified as being essential for the effective performance of the role of Grade IV – Assistant Staff Officer across LOETB.

**Outline an example/s on the following pages of how and where you have displayed each of these competencies (no more than 200 words per competency). The example/s may be drawn from your experience in various settings including professional, community or voluntary.**

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| **Team Work:** |

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| **Information Management/Processing:** |

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| **Delivery of Results:**  |

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| --- |
| **Customer Service & Communication Skills:** |

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| --- |
| **Specialist Knowledge, Expertise and Self Development:**  |

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| --- |
| **Drive and commitment to public service values:**  |

**(f) Personal statement**

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| Please include below a personal statement outlining why you think you should be considered for appointment, and where you feel your skills and experience meets the requirements of this position. |
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**(g) references**

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| 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]*. |
| Name:Position:Address:Tel No:E-mail Address: | Name:Position:Address:Tel No:E-mail Address: |

**(h) declaration and signature**

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| * You are required to sign the declaration below certifying that all information you have provided is accurate.
* The Selection Board may wish to check any of the details you have provided.
* I understand that in the event of being offered a position, LOETB may make enquiries with relevant third parties in relation only, to child welfare or criminal matters.
* 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.
* 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.

**I declare that the information supplied in this application form is accurate and true.**  **Applicant’s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**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 short-listing board and considered in the context of the needs of the specific position advertised.

**Panels:**

Following completion of interviews, panels may be formed, the duration of which is at the discretion of the LOETB.  While a panel remains in force, offers of employment may be made subject to confirmation of Qualifications, References and Pre-Employment Medical or other requirements such as Garda Vetting of the particular post.  Persons to whom an offer of employment is made must take up duty within 1 month from the date of offer, or such extended period as the ETB may agree, otherwise, the ETB may decide not to appoint them

**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). 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. 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.