**APPLICATION FORM Ref: GR20-ALO1**

**Please note:**

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

All questions must be answered.

Do not change the question numbers or sequence.

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

**No letter of application, CV or written reference should accompany this form.**

**ON COMPLETING THE APPLICATION FORM, PLEASE COMPLETE THE FOLLOWING ESSENTIAL STEPS:**

1.Please ensure that you are able to access <https://portal.gretb.ie:8443/Forms/Apply>. This should be tested in advance and should not be left until the last minute. Please note that some companies block access to portals. If this is the case, please use another network e.g. home or mobile broadband.

2. The system will automatically close once the deadline for applications has passed. Any applications not submitted by this time cannot be accepted. You should therefore allow adequate time to upload your application form and supporting documentation.

3. Application forms must be submitted in Microsoft Word or Adobe PDF format.

4. You will receive an automated acknowledgement once your application has been submitted successfully. If you do not receive this acknowledgement within 24 hours, contact [recruitment@gretb.ie](mailto:recruitment@gretb.ie)

Further information on GRETB including details of our schools, centres for education and programmes can be found on our website [www.gretb.ie](http://www.gretb.ie)

CLOSING DATE FOR RECEIPT OF COMPLETED APPLICATION FORMS IS:

**12.00 NOON THURSDAY, 20th AUGUST, 2020**

Late applications will not be considered. Canvassing will disqualify.

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

GRETB is registered as a Data Controller.

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| **Application for the Post of Adult Literacy Organiser** |

1. **PERSONAL DETAILS**

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| **First Name:** | **Surname:** |
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| **Home Address:** | **Correspondence Address: *(if different)*** |
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| **Home Phone Number:** | **Mobile Phone Number:** |
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| **Email address:**  *(this is the primary method of communication)* | **Eircode:** |
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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. |

1. **RESTRICTIONS**

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| **Assessment** |
| Are there any restrictions regarding your employment? Yes  No  *(if you answer Yes, please provide details on separate sheet)*  Do you require a Work Permit? Yes  No  Are you registered with the Teaching Council? Yes  No  If YES, Teaching Council Registration Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If NO, are you eligible for registration and willing to register? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please note that the successful candidate will be paid by the ETB and will have to fulfill the DES conditions which include registration with The Teaching Council. |

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. **QUALIFICATIONS**

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| **4.1 Primary Degrees/Diplomas**: | | |
| **Title:** | | |
| **University/Institute/College:** | | |
| **Qualification (Pass/Hons):** | **Awarding Body:** | |
| **Year of Entry:** | **Year Qualified:** | |
| **Subjects studied:** | | |
| **4.2 Post Graduate Degrees/Diplomas:** | | |
| **Title:** | | |
| **University/Institute/College:** | | |
| **Qualification(Pass/Hons):** | | **Awarding Body:** |
| **Year of Entry:** | | **Year Qualified:** |
| **Subjects studied:** | | |
| **Title:** | | |
| **University/Institute/College:** | | |
| **Qualification (Pass/Hons):** | | **Awarding Body:** |
| **Year of Entry:** | | **Year Qualified:** |
| **Subjects studied:** | | |

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| * 1. **Other Skills Training/Courses relevant to this Post:** | | |
| **Year attended** | **Title of Skills Training** | **Training Body** |
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1. **PROFESSIONAL MANAGEMENT/LEADERSHIP DEVELOPMENT**

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| **5.1 Professional Management/Leadership Development:**  List any management/leadership courses not included in Section 4 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. | | | |
| **Name of Course** | **Name of Organisation / Institution running course** | **Length of Course** | **Year** |
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| **5.2 What key skills and knowledge have you developed as a result of these courses that are relevant to this position?** |
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1. **OTHER RELEVANT EXPERIENCE**

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| **6.1 Other relevant experience (ie Social/Business) beginning with the most recent.** | | | |
| Dates From/To | Position | Education Centre or other Institution | Responsibilities |
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| **6.2 Outline briefly your three greatest achievements with respect to the above responsibilities:** |
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1. **THE ROLE AND FUNCTION OF ADULT LITERACY ORGANISER**

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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 **ADULT LITERACY ORGANISER**  These competencies are as follows:   * Interpersonal and Communication Skills * Relationship Building/Team-working * Problem Solving * Organisation and Planning * Perseverance and Resilience * Self-Awareness and Self-Management |
| **Outline an example(s) on the following pages of how and where you have displayed each of these competencies (no more than 300 words per 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 Interpersonal and Communication Skills:**  Outline ONE relevant example of how and where you have displayed these competencies |
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| **7.2 Relationship Building/Team-working:**  Outline ONE relevant example of how and where you have displayed these competencies |
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| **7.3 Problem Solving:**  Outline ONE relevant example of how and where you have displayed these competencies |
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| **7.4 Organisation and Planning:**  Outline ONE relevant example of how and where you have displayed these competencies |
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| **7.5 Perseverance and Resilience:**  Outline ONE relevant example of how and where you have displayed these competencies |
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| **7.6 Self-Awareness and Self-Management:**  Outline ONE relevant example of how and where you have displayed these competencies |
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1. **CHALLENGES FACING ADULT EDUCATION SERVICES IN GALWAY AND ROSCOMMON ETB**

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| **8.1 What are the particular challenges and issues that impact on the Adult Literacy Services in GRETB?** |
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1. **SUPPORTING STATEMENT**

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| 9**.1 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 Adult Literacy Organiser. |
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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:***

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

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

YES  NO

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

YES  NO

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

YES  NO

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| **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 GRETB is obliged to comply with the terms of current DES Circular Letters.

The ETBs 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Privacy Notice Employees, Volunteers, Board Members, Committee members etc.**

By applying for any position, working or volunteering with, or otherwise taking up any position within the ETB, you acknowledge that your personal data (including special category personal data) shall be processed by Galway and Roscommon Education and Training Board. 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.gretb.ie](http://www.XXXXetb.ie)

1. We are Galway and Roscommon Education and Training Board. Our address and contact details are Galway and Roscommon Education and Training Board Headquarters, An Coiléar Bán, Athenry, Co. Galway. Phone: 091 874500. We provide primary level education, secondary level education, second chance education; further education and training including apprenticeships; Youthwork, community-based education programmes; prison education, outdoor education; outreach programmes, specialist programmes e.g. through Music Generation and other programmes/courses as may be 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.gretb.ie](http://www.gretb.ie)
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.gretb.ie.

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1. We share your personal data with third parties, including other Government bodies. Depending upon the nature of your role within the ETB, 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.gretb.ie](http://www.XXXXetb.ie).
2. We do not transfer your personal data to a third country or international organisation. Certain companies who process personal data on behalf of GRETB may transfer personal data for processing outside the EU, however this will only be done with the agreement of GRETB and with the assurance that appropriate safeguarding measures are in place to protect the data. We will advise data subjects if their data is to be transferred outside the EU.
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 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.gretb.ie.
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.gretb.ie](http://www.XXXXetb.ie) , or alternatively contact our Data Protection Officer.

1. We have appointed a Data Protection Officer (DPO) on an interim basis. The contact details are Data Protection Officer, GRETB H.Q., An Coiléar Bán, Athenry, Co. Galway. Contact: 091 874548, email: data.protection@gretb.ie. If you have any queries, please consult our Data Protection Policy (available at [www.gretb.ie](http://www.XXXXetb.ie)) or contact our DPO.