**GALWAY & ROSCOMMON EDUCATION & TRAINING BOARD**

**APPLICATION FORM FOR THE POST OF**

**MUSIC GENERATION DEVELOPMENT OFFICER**

**MUSIC GENERATION GALWAY COUNTY**

**(5 YEAR FIXED-TERM CONTRACT)**

**APPLICATION FORM Ref: GR20-MG1**

**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 on Monday, 30th November 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.

1. **PERSONAL DETAILS**

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| --- | --- | --- |
| **First Name:** | | **Surname:** |
|  | |  |
| **Home Address:** | | **Correspondence Address: *(if different)*** |
|  | |  |
| **Home Phone Number:** | | **Mobile Phone Number:** |
|  | |  |
| **Email Address:** |  | |

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| **Have you an EU Passport or work permit to work in the Republic of Ireland?** | **YES** |  | **NO** |  |

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| **Do you have access to your own car and a full, clean driving licence?** | **YES** |  | **NO** |  |

**PENSION/REDUNDANCY HISTORY:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Are you in receipt of a Pension and/or Redundancy in respect of previous public service employment:** | | | | | |
| Education Sector (Check box as appropriate): | | **YES** |  | **NO** |  |
| Public Service (Check box as appropriate): | | **YES** |  | **NO** |  |
| If you have selected Yes to either of the above please state type of Pension/Pension Strand and/or Redundancy Scheme if applicable |  | | | | |

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| **Irish**: |
| Knowledge/Level of Irish (Check box): Good  Fair  Weak  Please note: “good” means being capable of performing the duties of office through the medium of Irish.  Are you a fluent Irish Speaker (check box): Yes  No  Qualifications in Irish (check box): Yes  No  If Yes please provide details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **CURRENT POSITION**

|  |  |  |
| --- | --- | --- |
| **Please give details of your current position:** | | |
| **Employer Name and Address:** | **Job Title/Grade:** | **Notice Period:**  *(how soon after an offer of appointment would you be in a position to take up employment?)* |
|  |  |  |

1. **QUALIFICATIONS**

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| --- | --- |
| **3.1 Primary Degrees/Diplomas Title**: | |
| **University/Institute/College:** | |
| **Degree or Equivalent(s) and Grade:** | **Awarding Body:** |
| **Year of Entry:** | **Year Qualified:** |
| **Subjects studied (please indicate first year and final year subjects):** | |

|  |  |
| --- | --- |
| **3.2 Post Graduate Degrees/Diplomas Title:** | |
| **University/Institute/College:** | |
| **Degree or Equivalent(s) and Grade:** | **Awarding Body:** |
| **Year of Entry:** | **Year Qualified:** |
| **Subject(s) studied:** | |

|  |  |
| --- | --- |
| **3.2 Post Graduate Degrees/Diplomas Title:** | |
| **University/Institute/College:** | |
| **Degree or Equivalent(s) and Grade:** | **Awarding Body:** |
| **Year of Entry:** | **Year Qualified:** |
| **Subject(s) studied:** | |

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| --- | --- | --- | --- | --- |
| **3.3 Other Skills Training/Courses relevant to this Post:** | | | | |
| **Duration of Course** | **Year completed** | **Title of Skills Training/Courses** | **Award** | **Training/Awarding Body** |
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1. **FORMAL/NON-FORMAL LEARNING**

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| Give details of other formal/non-formal learning, including IT upskilling, involvement in partnership committees/sub-committees, representative role(s) and other professional development |
|  |

1. **WORK EXPERIENCE/EMPLOYMENT HISTORY**

| **Please provide details of your work history beginning with the most recent position:** | | | |
| --- | --- | --- | --- |
| **Dates**  **(From/To):** | **Name and Address of Employer:** | **Position Held;**  **Whole-time or Part-time:** | **Reasons for Leaving:** |
|  |  |  |  |
| **Please give summary of main duties:**  (Be clear about the specific responsibility you had, who you reported to and who you engaged with for each role or project) | | | |

| **Dates**  **(From/To):** | **Name and Address of Employer:** | **Position Held;**  **Whole-time or Part-time:** | **Reasons for Leaving:** |
| --- | --- | --- | --- |
|  |  |  |  |
| **Please give summary of main duties:**  (Be clear about the specific responsibility you had, who you reported to and who you engaged with for each role or project) | | | |

| **Dates**  **(From/To):** | **Name and Address of Employer:** | **Position Held;**  **Whole-time or Part-time:** | **Reasons for Leaving:** |
| --- | --- | --- | --- |
|  |  |  |  |
| **Please give summary of main duties:**  (Be clear about the specific responsibility you had, who you reported to and who you engaged with for each role or project) | | | |

| **Dates**  **(From/To):** | **Name and Address of Employer:** | **Position Held and Whole-time or Part-time:** | **Reasons for Leaving:** |
| --- | --- | --- | --- |
|  |  |  |  |
| **Please give summary of main duties:**  (Be clear about the specific responsibility you had, who you reported to and who you engaged with for each role or project) | | | |

1. **RELEVANT EXPERIENCE**

| **Please provide details of relevant experience in music/music education or a related area if not already provided under ‘Work Experience/Employment History’ above:** | | | |
| --- | --- | --- | --- |
| **Dates**  **(From/To)** | **Name and Address of Employer (or in the case of voluntary work, name of organisation/group)** | **Position Held; Whole-time or Part-time** | **Reasons for Leaving** |
|  |  |  |  |
| **Please give summary of main duties:**  (Be clear about the specific responsibility you had, who you reported to and who you engaged with for each role or project) | | | |

| **Dates (From/To)** | **Name and Address of Employer (or in the case of voluntary work, name of organisation/group)** | **Position Held; Whole-time or Part-time** | **Reasons for Leaving** |
| --- | --- | --- | --- |
|  |  |  |  |
| **Please give summary of main duties:**  (Be clear about the specific responsibility you had, who you reported to and who you engaged with for each role or project in your career to date) | | | |

| **Dates (From/To)** | **Name and Address of Employer (or in the case of voluntary work, name of organisation/group)** | **Position Held; Whole-time or Part-time** | **Reasons for Leaving** |
| --- | --- | --- | --- |
|  |  |  |  |
| **Please give summary of main duties:**  (Be clear about the specific responsibility you had, who you reported to and who you engaged with for each role or project) | | | |

1. **THE ROLE AND FUNCTION OF MUSIC GENERATION DEVELOPMENT OFFICER**

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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 **MUSIC GENERATION DEVELOPMENT OFFICER**  These competencies are as follows:   * Leadership, Initiative and Managing Teams * Drive, Commitment and Delivery of Results * Leadership in Effective Partnerships and Networks * Managing and Developing Initiatives and Programmes * Self-Awareness and Self-Management |
| **Outline below how and where you have displayed each of these competencies (no more than 250 words per competency). Example(s) may be drawn from your professional or personal experience.** |

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| --- |
| **7.1 Leadership, Initiative and Managing Teams** (Max 250 words): |
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| **7.2 Drive, Commitment and Delivery of Results** (Max 250 words): |
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| **7.3 Leadership of Effective Partnerships and Networks** (Max 250 words): |
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| **7.4 Managing and Developing Initiatives and Programmes** (Max 250 words): |
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| **7.5 Self-Awareness and Self-Management** (Max 250 words): |
|  |

1. **QUALITIES AND SKILLS**

|  |  |
| --- | --- |
| **Please list three (each) of your qualities and skills which you consider most relevant to this post** | |
| **Qualities** |  |
|  | |
|  | |
| **Skills** |  |
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| **Please list your reasons for applying for this position (Max 500 words):** |
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**9. ADDITIONAL INFORMATION**

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| **Additional Information**  This section is for you to provide any additional information which you consider relevant to your application for the role of Music Generation Development Officer. (Max 500 words) |
|  |

**10. 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.

**Current or most recent employer:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Title:** | **Position Held:** | **Telephone/Mobile:** | **Email:** |
|  |  |  |  |
| **Full address:** | | | |
|  | | | |

**Other referee:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Title:** | **Position Held:** | **Telephone/Mobile:** | **Email:** |
|  |  |  |  |
| **Full address:** | | | |
|  | | | |

**11. 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 any individual(s)?

YES  NO

Are you aware of any material circumstance in respect of your own conduct which impinged or impinges on the welfare of a minor?

YES  NO

Are you aware of any material circumstance in respect of your own conduct which impinged or impinges on the welfare of an adult?

YES  NO

|  |
| --- |
| **If you selected Yes for 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 Galway & Roscommon Education & Training Board (GRETB) is satisfied, in the future, that you have made an incomplete or inaccurate disclosure, you may face disciplinary action, up to and including dismissal.

GRETB 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 GRETB, 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 GRETB 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 Department of Education and Skills Circular Letters.

GRETB policy is that all newly appointed staff will be vetted via the National Vetting Bureau (NVB) and that the outcome of the vetting will be considered in the light of GRETB vetting policy. This applies in respect of all appointments in GRETB settings.

**12. DECLARATION AND SIGNATURE** **Declaration**

**Before signing this form, please ensure that you have replied fully to all questions asked. Offers of employment are subject to verification of candidates’ eligibility for the position applied for.**

**1. I certify that all particulars in this application are true and correct, to the best of my knowledge and belief.**

**2. I am aware that any canvassing, by me, or on my behalf, will disqualify me from the position I am seeking and that any employment offered to me is dependent upon the information given herein being correct.**

**3. I am aware that false or misleading information or deliberate omissions may result in disqualification or the withdrawal of any offer of employment.**

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

CLOSING DATE FOR RECEIPT OF COMPLETED APPLICATION FORMS IS:

**12.00 NOON on Monday, 30th November 2020**

Late applications will not be considered.

Shortlisting of applicants may apply.

*The first interview may reduce the initial short list and remaining candidates may be invited for a subsequent interview.*

*Applicants* *invited for interview will be required to give a verbal presentation outlining their approach to the role of Music Generation Development Officer and their ideas regarding further development of the Music Generation Galway County programme.*

Galway & Roscommon Education & Training Board is an equal opportunities employer*.* Recruitment to posts within GRETB is on the basis of merit as assessed at interview and supported by references.

Data will be processed in accordance with GRETB Data Protection Policy and retained in accordance with the records’ retention schedule therein.

If you require further information on GRETB’S Privacy Policy please go to:

<https://gretb.ie/document-category/policy-documents/>