**APPLICATION FORM Ref: GR21-AO4**

**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

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 MONDAY 6TH DECEMBER, 2021**

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** **PERMANENT ADMINISTRATIVE OFFICER GRADE VII** **Open Competition****(Initial assignment to I.T)** **Ref: GR21-AO4** |

1. **PERSONAL DETAILS**

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| --- | --- |
| **First Name:** | **Surname:** |
|  |  |
| **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. **PRESENT POSITION**

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| **Please give details of your current position:** |
| **Department:** | **Grade & Job Title:** | **Location:** |
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1. **QUALIFICATIONS**

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| **3.1 Primary Degrees/Diplomas**: |
| **Title:**  |
| **University/Institute/College:**  |
| **Qualification (Pass/Hons):**  | **Awarding Body:**  |
| **Year of Entry:**  | **Year Qualified:** |
| **Subjects studied:**  |

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| **3.2 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:**  |
| **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:**
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| **Year attended** | **Title of Skills Training/Courses** | **Training Body** |
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1. **FORMAL/NON-FORMAL LEARNING**

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| This may include IT upskilling, involvement in partnership committees/sub-committees, attendance at Seminars, representative role(s) and other professional development |
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1. **OTHER RELEVANT EXPERIENCE**

| **5.1 Please provide details of your work history beginning with the most recent position:** |
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| **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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1. **THE ROLE AND FUNCTION OF ADMINISTRATIVE 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 **ADMINISTRATIVE OFFICER**These competencies are as follows:* Team Leadership
* Analysis and Decision Making
* Management and Delivery of Results
* Interpersonal and Communication Skills
* Specialist Knowledge, Expertise and Self Development
* Drive and Commitment to Public Service Values
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| **Outline an example(s) on the following pages of how and where you have displayed each of these competencies (no more than 250 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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| **6.1 Team Leadership:**  |
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| **6.2 Analysis and Decision Making:** |
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| **6.3 Management and Delivery of Results:**  |
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| **6.4 Interpersonal and Communication Skills:** |
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| **6.5 Specialist Knowledge, Expertise and Self Development:** |
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| **6.6 Drive and Commitment to Public Service Values:** |
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1. **SUPPORTING STATEMENT**

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| **7.1 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 Administrative Officer. |
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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:** |
|  |  |  |  |
| **Full address:**  |
|  |

***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 any individual(s)?

 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 [ ]

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shortlisting of applicants may apply. Applications will not be accepted via fax or e-mail. Late applications will not be considered.

Galway & Roscommon Education & Training Board is registered as a Data Controller.

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

**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 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 engage in automated decision making/profiling.
3. 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.
4. You have the following statutory rights, that can be exercised at any time:
5. Right to complain to supervisory authority.
6. Right of access.
7. Right to rectification.
8. Right to be forgotten.
9. Right to restrict processing.
10. Right to data portability.
11. 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.

**COVID 19 PRIVACY NOTICE**

This privacy notice is an addendum to Galway & Roscommon ETB’s main Privacy Notice and

it explains how Galway & Roscommon ETB (as Data Controller) may use your personal data,

specifically in relation to the COVID-19 (coronavirus) pandemic.

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

At this time, we seek to collect and process special category personal data in response to the

recent outbreak of Coronavirus, which is in addition to the data that would ordinarily be

collected from you by GRETB. This additional personal data being collected includes whether

you, as a data subject, have experienced, or are experiencing, Covid-19 symptoms, are in any

of the high-risk categories which are most vulnerable to become infected and/or seriously ill,

have been advised by a doctor to isolate or cocoon, or have been in close contact with someone

who has diagnosis of suspected, or confirmed, Covid-19. It may also include additional

information such as recent foreign travel, if this is required or advised by the Government

and/or national or international health organisations. The purpose of collecting this data is to

ensure the safety and well-being of our employees, learners and the general public and to

comply with Government guidelines and legislation regarding employees returning to work

*etc*. The information sought from you is limited to what is proportionate and necessary, taking

into account the latest guidance issued by the Government and health professionals, in order to

manage and contain the virus.

The General Data Protection Regulation requires specific legal conditions to be met to ensure

that the processing of personal data is lawful. The conditions relevant to the GRETB processing

of the data in question are:

 Article 6 (1) (c) – processing is necessary for compliance with a legal obligation to

which the controller is subject.

 Article 6(1)(d) – processing is necessary in order to protect the vital interests of the data

subject or another natural person.

Recital 46 adds that “*some processing may serve both important grounds of public*

*interest and the vital interests of the data subject as for instance when processing is*

*necessary for humanitarian purposes, including for monitoring epidemics and their*

*spread*”.

 Article 6(1)(e) – is necessary for the performance of a task carried out in the public

interest or in the exercise of official authority vested in the controller.

Additionally, the processing of special categories of personal data, which includes data

concerning a person’s health, are prohibited unless specific further conditions can be met.

These further conditions relevant to GRETB’s processing of the data in question are:

 Article 9(2)(b) – processing is necessary for the purposes of carrying out the obligations

and exercising specific rights of the controller or of the data subject in the field of

employment and social security and social protection law in so far as it is authorised by

Union or Member State law or a collective agreement pursuant to Member State law

providing for appropriate safeguards for the fundamental rights and the interests of the

data subject.

 Article 9(2)(i) – processing is necessary for reasons of public interest in the area of

public health, such as protecting against serious cross-border threats to health or

ensuring high standards of quality and safety of health care.

In this current pandemic, we may share your information with other public authorities and

emergency services; when necessary in a proportionate and secure manner. Contact with you

to obtain consent before sharing will not be required where consent is not the legal basis for

processing such data, as set out above. Please be assured that protection of personal data

remains a priority at this time. We will only share your personal information where the law

allows, and we always aim to share the minimum data necessary to achieve the purpose

required. The information will not be shared outside the EEA. Further, the information will

only be used for the purposes mentioned in this Privacy Notice and GRETB’s Data Protection

Policy. Therefore, health information provided by you in relation to the outbreak of Covid-

19/Coronavirus will not be used for any other purpose. Such health information will also only

be retained for limited specific times. That is, we will only keep your information for as long

as it is necessary, taking into account Government advice and the ongoing risk presented by

Covid-19/Coronavirus. When the information is no longer needed for this purpose, it will be

securely deleted.

We do not engage in automated decision making/profiling.

You have rights with respect to your personal data, which remain intact during the coronavirus

pandemic. For further information, please see section 7 of our Data Protection Policy available

at www.gretb.ie

If you require further information about how we process your personal data, you can contact

our Data Protection Officer by email at data.protection@gretb.ie or by post to Data Protection

Officer, Galway & Roscommon ETB Administration Offices, An Coiléar Bán, Athenry, Co.

Galway.