**BORD OIDEACHAIS AGUS OILIÚNA CHILL DARA AGUS CHILL MHANTÁIN**

**KILDARE AND WICKLOW EDUCATION & TRAINING BOARD**

**(KWETB)**

**APPLICATION FORM FOR THE POST OF**

**MUSIC GENERATION ADMINISTRATOR**

**MUSIC GENERATION WICKLOW PROGRAMME**

**(Clerical Officer Grade III)**

**PERMANENT PART-TIME CONTRACT**

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| --- | --- |
| **APPLICANT NAME:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **CLOSING DATE:** | **Thursday, 25th April at 12 noon** |

**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**

1. **PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| **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** |  |

**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** |  |

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| If 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: ( ✓ ) 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: ( ✓ ) Yes No  Qualifications in Irish: ( ✓ ) Yes No  If Yes, please provide details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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1. **CURRENT POSITION**

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| --- | --- | --- |
| **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**

|  |  |
| --- | --- |
| **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:** |
| **Subjects studied (please indicate first year and final year subjects):** | |

|  |  |
| --- | --- |
| **3.3 Post Graduate 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):** | |

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| --- | --- | --- | --- | --- |
| * 1. **Other Skills Training/Courses relevant to this Post:** | | | | |
| **Length 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. 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. **WORK EXPERIENCE/ EMPLOYMENT HISTORY**

| **5.1 Please provide details of your work history beginning with the most recent position:** | | | |
| --- | --- | --- | --- |
| **Dates (From/To)** | **Name & Address of Employer** | **Position Held/Job Title;**  **Whole-time/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 & Address of Employer** | **Position Held/Job Title; Whole-time/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 & Address of Employer** | **Position Held/ Job Title; Whole-time/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 & Address of Employer** | **Position Held/ Job Title; Whole-time/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.) | | | |

1. **RELEVANT OTHER EXPERIENCE**

| **Please provide details of relevant experience in arts/music/general administration if not already provided under ‘Work Experience/Employment History’ above:** | | | |
| --- | --- | --- | --- |
| **Dates (From/To)** | **Name & Address of Employer**  **(in the case of voluntary work, name of organisation/group)** | **Position Held/Job Title;**  **Whole-time/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 & Address of Employer (in the case of voluntary work, name of organisation/group)** | **Position Held/Job Title;**  **Whole-time/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.) | | | |

1. **THE ROLE AND FUNCTION OF MUSIC GENERATION ADMINISTRATOR**

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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 ADMINISTRATOR**  These competencies are as follows:   * Communication Skills * Planning and Organisation * Teamwork * Delivery of results * Specialist Knowledge, Expertise and Self-Development |
| **Outline on the following pages 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 professional or personal experience.** |

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| --- |
| **7.1 Communication Skills** (Max 250 words): |
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| **7.2 Planning and Organising** (Max 250 words)**:** |
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| **7.3 Teamwork** (Max 250 words)**:** |
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| **7.4 Delivery of Results** (Max 250 words)**:** |
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| **7.5 Specialist Knowledge, Expertise and Self-Development** (Max 250 words)**:** |
|  |

1. **QUALITIES AND SKILLS**

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

1. **ADDITIONAL INFORMATION**

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| **9.1 Additional Information**  This section is for you to provide any additional information which you consider relevant to your application for the role of Administrator, Music Generation Kildare. (Max 500 words) |
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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:***

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

***Other referee:***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & Title:** | **Position Held:** | **Telephone/Mobile:** | **Email:** |
|  |  |  |  |
| **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 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 sot impinges on the welfare of an adult?

YES  NO

|  |
| --- |
| **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 KWETB is satisfied, in the future, that you have made an incomplete or inaccurate disclosure, you may face disciplinary action, up to and including dismissal.

KWETB 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 KWETB, pursuant to “Children First” published by the Department of Children, Equality, Disability, Integration and Youth; the Child Protection Procedures published by the Department of Education; 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 KWETB is obliged to comply with the terms of current Department of Education Circular Letters.

KWETB 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 the KWETB vetting policy. This applies in respect of all appointments in KWETB 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 \_\_\_\_\_\_\_\_\_\_\_\_\_

**Completed official application form must be submitted via email to** [**jobapplications@kwetb.ie**](mailto:jobapplications@kwetb.ie) **no later than 12 noon on Thursday, 25th April 2024.**

Please Note: It is the responsibility of the applicant to ensure that the application form is received at the stated email address before the stated deadline. It is recommended applicants request a delivery receipt when sending their application. Any technical difficulties encountered by the sender when applying are not the responsibility of the KWETB.

Shortlisting of applicants may apply. Late and/or incomplete applications will not be considered.

KWETB is registered as a Data Controller.

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

**Data Protection:**

KWETB is committed to protecting your data in accordance with Data Protection Legislation, and will only process your personal data in accordance with the sound legal basis identified for collection.   By providing your personal data to KWETB on this form, you are consenting to the relevant processing of the data within KWETB.  You have the right to withdraw your consent, and the right to object to the processing of the data at any time. Further information on your rights, and why and how KWETB processes your personal data, please refer to KWETB’s Privacy Notices and Data Protection Policy available at <http://kildarewicklow.etb.ie/about-us/data-protection/> – About Us – Data Protection.

**IMPORTANT NOTICE**

1. Panels may be formed from which appointments may be made*.*
2. Applications are only accepted online through **jobapplications@kwetb.ie** **CVs will not be accepted.**
3. Incomplete Application Forms will not be considered. All questions on the official form must be fully completed by the applicant.
4. Once your application is submitted you will receive an acknowledgement by email. This may not be taken as confirmation that the submission is a valid application and it is the responsibility of each applicant to endure the correct document has been submitted.
5. All enquiries regarding your application should be submitted to [recruitment@kwetb.ie](mailto:recruitment@kwetb.ie) Please quote Post Reference No. Enquiries by any other means cannot guarantee a response before the closing date and time.

**GUIDELINES FOR COMPLETION OF THE APPLICATION FORM**

* To apply for this position please download and complete the official KWETB application form. (No CVs, only official emailed application forms will be accepted).
* **Only** the application form entitled **Music Generation Kildare Administrator** (**Clerical Officer Grade III) Application Form will be accepted**.
* Please type into the boxes which will expand as required. **Handwritten forms will not be accepted**.
* The application form, when completed, should be returned via email to **jobapplications@kwetb.ie** Applications are **not** accepted by any other means*.*
* Please take careful note of the closing date and time and submit your application in plenty of time, as **LATE APPLICATIONS WILL NOT BE ACCEPTED.** KWETB accept no responsibility for applications that are received late.
* Due to the volume of applications, only shortlisted candidates will receive further contact.
* If successful at interview you will be required to complete the KWETB Garda Vetting Process.
* KWETB is registered as a Data Controller. The personal data supplied on this application form and supplementary documents is required for the purposes of recruitment (including short listing and interviewing), assessment of qualifications, general administration and to fulfil our other legal obligations, including the election of staff representatives to KWETB under the Education and Training Boards Act 2013. While the information provided will generally be treated as confidential to KWETB, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Dept. of Education, the Dept. of Social Protection, Gardaí, NVB, the CSO, the Teaching Council, Revenue, other statutory bodies, or with former or subsequent employers. Should you wish to update or access your personal data you should write to the Chief Executive.
* Further information on KWETB including details of our schools, centres and programmes can be found on our website <http://www.kildarewicklow.etb.ie/>
* KWETB is committed to equality of opportunity in its recruitment and employment practices.
* **CANVASSING (DIRECTLY OR INDIRECTLY) WILL DISQUALIFY.**

KWETB is an equal opportunities employer.

*Closing Date: 12 noon on Thursday, 25th April 2024*

**Please refer all enquiries to** [**recruitment@kwetb.ie**](mailto:recruitment@kwetb.ie)