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| **Application Form for the Post of**  **Director of Organisation Support and Development** |  |  |

**Please note it is imperative that all sections of this application form are completed in full.**

Section A

Candidates should note that the information they supply in this section (Section A) of the application form will play a central part of the short-list process.

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| Name |  |
| Address: |  |
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| Academic, Professional or Technical Qualifications  (start with your most recent qualification) | | | | |
| Date obtained and Full Title of Degree(s)/Qualification(s) held | | Subject(s) taken in final examination | Grade obtained  *(e.g. 1, 2.1, 2.2, Pass, etc.)* | University, College or Examining Authority |
| *Date* |  |  |  |  |
| *Title* |  |
| *Date* |  |  |  |  |
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| Employment Record  Give below, **in date order** (starting with your current employer), full particulars of all employment (including any periods of unemployment) between the date of leaving school or college and the present date. No period between these dates should be unaccounted for. 'Emp. No.:' 1 should be your 1st employment at the bottom of the list, up to the top of the list which should be your current, or most recent, employment.  \*\* **P** =Permanent, T =Temporary, A= Acting  Where the grade status is not given it will be assumed that the post held is a temporary one.  Start *with your most recent employment.* |

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| Employment No: |  | | Title of post held |  | | |  |
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| Period in months |  | | From |  | To |  |  |
| Post Status | P: ❒ | | T: ❒ | A: ❒ |  |  |  |
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| Description of Duties | |  | | | | |  |
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| Name and address of employer, contractor, sub-contractor | |  | | | | |  |
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| Reason for leaving this employment | |  | | | | |  |
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*Employment Record contd……..*

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| Employment No: |  | | Title of post held |  | | |  |
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| Period in months |  | | From |  | To |  |  |
| Post Status | P: ❒ | | T: ❒ | A: ❒ |  |  |  |
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| Description of Duties | |  | | | | |  |
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| Name and address of employer, contractor, sub-contractor | |  | | | | |  |
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| Reason for leaving this employment | |  | | | | |  |
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| Employment No: |  | | Title of post held |  | | |  |
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| Period in months |  | | From |  | To |  |  |
| Post Status | P: ❒ | | T: ❒ | A: ❒ |  |  |  |
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| Description of Duties | |  | | | | |  |
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| Name and address of employer, contractor, sub-contractor | |  | | | | |  |
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| Reason for leaving this employment | |  | | | | |  |
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*Employment Record contd……..*

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| Employment No: |  | | Title of post held |  | | |  |
|  |  | |  |  |  |  |  |
| Period in months |  | | From |  | To |  |  |
| Post Status | P: ❒ | | T: ❒ | A: ❒ |  |  |  |
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| Description of Duties | |  | | | | |  |
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| Name and address of employer, contractor, sub-contractor | |  | | | | |  |
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| Reason for leaving this employment | |  | | | | |  |
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| Employment No: |  | | Title of post held |  | | |  |
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| Period in months |  | | From |  | To |  |  |
| Post Status | P: ❒ | | T: ❒ | A: ❒ |  |  |  |
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| Description of Duties | |  | | | | |  |
|  | |  | | | | |  |
| Name and address of employer, contractor, sub-contractor | |  | | | | |  |
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| Reason for leaving this employment | |  | | | | |  |
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Section B

Important Information (Please read carefully)

The following section asks you to briefly (in no more than 300 words) describe your experience in particular areas or to provide an example of where you demonstrated a particular skill or competency.

Your examples should show clearly how you have demonstrated the particular skill/competency. You should be mindful that the scale and scope of the examples given are appropriate to a post at management level.

Please refer to the “Key Competencies” section of the job description for further information on the competencies for this role. You should also have regard to the “Essential Skills and Experience” section of the booklet in choosing your examples

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| Questions |

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| **Leadership & Strategic Direction**  Please describe a project or role that best describes your ability to lead, manage and motivate a team and to develop the team’s capability and optimise their performance |
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| **Judgement & Decision Making**  Please briefly describe an example of where you developed or contributed to the development of a new organisational strategy or policy and led on the implementation of this change/reform. |
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| **Management & Delivery of Results**  Please describe a project/role that you feel best illustrates your ability to deliver high quality results. Please describe what performance measures you used to ensure that results were being delivered in an efficient way that optimised the use of resources. |
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| **Building Relationships & Communication** |
| Please describe an example which you feel demonstrates your ability to achieve positive results through gaining cooperation and working effectively with a range of different stakeholders. |
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| **Specialist Knowledge, Expertise and Self Development** |
| 1. Please briefly outline any relevant experience you have in the area~~s~~ of Financial Management or Human Resource management and overseeing budgets and resources. |
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| (b) Please briefly outline any relevant experience you have in the area~~s~~ of implementing robust corporate governance practices and ensuring accountability in the organisation. |
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| Cover Letter *I* Personal Statement |
| Please include below a brief personal statement (i.e. no longer than 500 words) outlining why you wish to be considered for this post and where you feel your skills and experience meet the requirements of the position as Director of Organisation Support and Development. |
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**DECLARATION**

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| * You certify that all information you have provided in this application is accurate. * The Selection Board 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:  ***(Applicant)*** |

**Latest date for receipt of completed application form for the above post is**

**5pm on the 8th July 2024**

**All applications must be emailed to** [**ce@kwetb.ie**](mailto:ce@kwetb.ie)

**Dr Deirdre Keyes, Chief Executive**

Kildare and Wicklow Education and Training Board

Floor 5, Aras Cill Dara

Devoy Park

Naas Co. Kildare

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

**CV’s ALONE WILL NOT SUFFICE**

**SHORTLISTING OF CANDIDATES MAY TAKE PLACE**

**KILDARE AND WICKLOW ETB IS AN EQUAL OPPORTUNITIES EMPLOYER**

**COMPLETING A COMPETENCY BASED APPLICATION FORM**

A Competency Based Application Form requires you, the candidate, to describe some of your personal achievements to-date that demonstrate certain competencies (necessary skills and qualities) required for the position you are applying. All question areas must be completed.

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** demonstrated 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 that “X was successful”, describe exactly what you did and how you demonstrated the skill or quality in question.

For each example please include the following:

(a) the nature of the task, problem or objective;

(b) what you actually did and how you demonstrated the skill or quality (and, where appropriate, the date you demonstrated it).

(c) the outcome or result of the situation 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 that, should you be called to interview, the board may look for **additional examples** of where you demonstrated the skills required for this post so you should think of a number of examples of where you demonstrated each of the skills.