**APPLICATION FORM**

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| **POST OF Adult Education Officer (AEO) FET – 18 Months Fixed Term** |

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:** |  | |

1. **Present Position**

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| **Please give details of your current position:** | | |
| **Name and address of employer:** | **Dates of employment:** | **Job Title:** |
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| **Main Responsibilities** |  | |

1. **Employment History**

**Please list your previous employment that is relevant to this position. Include up to three previous roles, starting with the most recent.**

| Employer and Address | Job Title | Duration of Employment | Key Responsibilities | Relevant Duties | Relevant Key Achievements |
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1. **Other Relevant Experience**

**Please detail any additional experiences that demonstrate your skills and abilities relevant to this position. Limit your description to the most significant contributions and outcomes for each experience. Include a maximum of three entries.**

| Type of Experience | Organisation/Event | Role | Key Responsibilities | Achievements or contributions | Relevance |
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1. **Education**

**Please list your most relevant educational qualifications, starting with the highest level. Include up to three qualifications that are pertinent to the position.**

| Institution Name and Location | Qualification Obtained | Field of Study | Dates Attended | Key Achievements | Relevance to post |
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1. **Key Achievements Statement**

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| **Provide a brief statement highlighting up to three key achievements from your personal or professional life that demonstrate your qualifications, skills, or qualities relevant to this position. Your response should be no more than 100 words.** |
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1. **Competencies**

**Instructions for Completing the Competency-Based Sections**

This application form section is designed to assess your suitability for the position based on your achievements that demonstrate relevant competencies. Each competency is essential for the role you are applying for, such as Leadership in Educational Settings, Development of Learning Centres, Effective Communication, etc.

For each listed competency, we will briefly define the skills and qualities we seek. You must select an experience from your professional, educational, or voluntary activities that best illustrates your capabilities in these areas.

**Please structure your response for each competency by addressing the following points:**

1. **Context and Challenge:**
   * Describe the specific nature of the task, problem, or objective you faced.
   * Explain the significance of this task within your role or the broader organisation's goals.
2. **Action and Application of Competency:**
   * Detail the specific actions you took to address the task or challenge.
   * Clearly articulate how these actions demonstrate the specific skill or quality related to the competency.
   * Highlight any innovative or effective strategies you employed.
3. **Outcome and Personal Contribution:**
   * Summarise the outcome or results of your efforts.
   * Evaluate the impact of your contribution—estimate the proportion of the success directly attributable to your role.
   * Reflect on any lessons learned and how they have prepared you for similar challenges in the future.

**Guidance for Responses:**

* Be concise but specific in your descriptions. Avoid vague statements like "the project was successful" without detailing your direct involvement.
* Focus on providing examples that show a clear link between your actions and the results achieved.
* Remember that the quality of your examples can significantly influence your candidacy. If you are invited for an interview, you or the panel may discuss these examples further during the interview.

Following this structured approach, you can convey what you have accomplished and how your actions have led to meaningful outcomes, demonstrating your proficiency in each required competency. This will assist the selection panel in understanding your capabilities and how they align with the position's needs.

The panel may focus on the example you provide or request a different example at an interview to assess your level of competency for the post.

ROLE COMPETENCIES

1. Leadership
2. Analysis & Decision Making
3. Management & Delivery of Results
4. Interpersonal & Communication Skills
5. Specialist Knowledge, Expertise and Staff Development
6. Drive & Commitment to Public Service Values

On the following pages, outline an example(s) 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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| **Leadership**  Leadership involves shaping departmental strategies and policies, maintaining high-performance standards, and addressing performance issues promptly. Leaders maximise team contributions and consider broader outcome effectiveness. They set clear goals, delegate effectively, and enhance team skills through coaching and feedback. Leaders also explore innovative service delivery opportunities. |
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| **Analysis & Decision Making**  Analyses issues thoroughly, consulting relevant sources to gather comprehensive information. Quickly grasps complex issues, accurately evaluating all data, including numerical. Integrates varied information streams, identifying key relationships. Makes clear, timely decisions based on solid grounding, considering the broader impact on stakeholders. Takes firm stands on critical issues. |
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| **Management & Delivery of Results**  Takes responsibility for challenging tasks, ensuring timely, high-quality delivery. Plans and prioritises work effectively, adjusting priorities as circumstances change. Maintains a focus on quality and efficient customer service in all division activities. Continuously seeks improvements and is open to new ideas and creative problem-solving. Ensures robust controls and performance measures are in place to deliver efficient, high-value services. Manages multiple projects effectively. |
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| **Interpersonal & Communication Skills**  Presents information confidently and logically, both verbally and in writing. Encourages open, constructive discussions on work-related issues. Promotes teamwork within and across departments. Maintains composure while influencing others and emphasizes a strong customer service focus. Develops and maintains a network for problem-solving and information sharing. Engages effectively with diverse stakeholders, including the public, colleagues, and political figures. |
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| **Specialist Knowledge, Expertise and Staff Development**  Demonstrates a clear understanding of personal and team objectives and how they align with departmental goals. Possesses extensive knowledge of departmental and governmental issues, with sensitivity to broader political and organisational priorities. Stakeholders recognise them as experts in their field. Committed to self-development, they actively seek feedback and opportunities for growth to enhance role performance. |
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| **Drive & Commitment to Public Service Values**  Displays self-motivation with a consistent desire to perform at a high level. Upholds personal honesty and trustworthiness, proving reliable in all engagements. Ensures that citizen-focused service is central to all activities. Leads by example to foster the highest standards of ethics and integrity in public service. |
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**7. Supporting 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 **AEO.** The statement must be limited to a maximum of 300 words.

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**8. References**

Please provide the names and addresses of two referees from whom Kildare and Wicklow ETB can request references on your behalf. One should be your **most recent manager**/employer, and one should be a **recent manager**/employer. Both referees should have been in a position of responsibility within the employing organisation(s). They must not be related to you or be known to you as a friend.

*[Please note:* *We reserve the right to contact your referees at any stage of the application process without further notice to you. Reference checks may be conducted before interviews. All appointments are contingent upon obtaining satisfactory references as determined by KWETB.]*

***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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***2nd referee:***

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| --- | --- | --- | --- |
| **Name & Title:** | **Position Held:** | **Telephone/Mobile:** | **Email:** |
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| **Full address:** | | | |
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**9. Declaration and Signature**

**Accuracy of Information:**

You must sign the declaration below to certify that all information you have provided in this application is complete and accurate.

**Verification by Selection Committee:**

The Selection Committee may verify any details you have provided.

**Consequences of Inaccurate Information:**

Providing false information or intentionally omitting relevant facts may disqualify you from the selection process. If inaccuracies are discovered after an appointment, they may result in immediate termination of your appointment.

**Declaration:**

I hereby declare that the information provided in this application is true and accurate to the best of my knowledge.

Signed: Date:

**Application process:**

Please ensure the Application Form is typed and submitted electronically in either Word or PDF format. A fully completed official application form should be submitted via email to **jobapplications@kwetb.ie** no later than **12 noon on Friday, 17th January 2025.**

**Please note the following**

* Shortlisting may apply.
* Canvassing by or on behalf of the candidate will automatically disqualify.
* Late applications will not be accepted.
* It is the candidate's responsibility 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 KWETB.

All correspondence relating to this application must be by email to [jobapplications@kwetb.ie](mailto:jobapplications@kwetb.ie) referencing the job title and reference number.