**APPLICATION FORM**

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| **APPLICATION FOR THE POST OF**  **ADULT LITERACY ORGANISER - 2 Year Fixed Purpose Contract - KWNT9025**  **Initial Duties:** Adult Literacy Organiser Coordinator (Initial Responsibility for Coordinating Regional Literacy) |

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:** | | |
| **Organisation:** | **Location:** | **Job Title:** |
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1. **QUALIFICATIONS**

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| **3.1 Primary Degrees/Diplomas**: | |
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| Qualification (Pass/Hons): | Awarding Body: |
| Year of Entry: | Year Qualified: |

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| Subjects studied: | |
| Core Studies: |  |

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| **3.2 Post Graduate Degrees/Diplomas:** | |
| University/Institute/College: | |
| Qualification(Pass/Hons): | Awarding Body: |
| Year of Entry: | Year Qualified: |
| Subjects studied: | |
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| Year attended | Title of Skills Training | Training Body |
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**4. PROFESSIONAL MANAGEMENT/LEADERSHIP DEVELOPMENT**

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| **4.1 Professional Management/Leadership Development:**  List any management/leadership courses not included in Section 3 above. Please include dates of the relevant training and duration of these courses as well as additional qualifications. Start with the most recent and work backwards. | | | |
| ***Name of Course*** | ***Name of Organisation/Institution running course*** | ***Length of Course*** | ***Year*** |
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| **4.2** **What key skills and knowledge have you developed as a result of these courses that are relevant to this position?** |
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**5. TEACHING AND 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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| **5.2 Other relevant experience (ie Social/Business) beginning with the most recent.** | | | |
| Dates From/To | Position | Education Centre or other Institution | Responsibilities |
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| **5.3 Outline briefly your three greatest achievements with respect to the above responsibilities:** |
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| **5.4 What aspects of your most recent experience, outlined above, have prepared you for the role of Adult Literacy Organiser?** |
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**6. THE ROLE AND FUNCTION OF ADULT LITERACY ORGANISER**

A number of key competencies have been identified as being essential for the effective performance of the role and function of **ADULT LITERACY ORGANISER –** Adult Literacy Organiser Coordinator (Initial Responsibility for Coordinating Regional Literacy)

These competencies are as follows:

6.1 Leader – Education and Learning

6.2 Leader – Service/Programme Development

6.3 Leader – People and Teams

6.4 Communication

6.5 Organisational Management and Administrative Skills

6.6 Self-Awareness and Self-Management

**Outline an example(s) on the following pages 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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| **6.1 Leader – Education and Learning**  Understands that high quality teaching and learning is the core business of the Adult Basic Education Service and demonstrates the skills to act as the instructional leader. |
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| **6.2 Leader – Service/Programme Development:**  Demonstrates the ability to take a broad and long term view of the needs of the service’s purpose and objectives. |
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| **6.3** **Leader - People and Teams**  Demonstrates the willingness and ability to develop individuals and teams throughout the Adult Basic Education Service and delegate leadership within those teams. |
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| **6.4 Communication**  Has the capacity to clearly articulate views, opinions and attitudes through effective and appropriate and empathic interaction with all stakeholders in a variety of situations and contexts**.** |
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| **6.5 Organisational Management and Administrative Skills**  Is organized and efficient and can put in place procedures and appropriate structures to deliver. |
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| **6.6 Self-Awareness and Self-Management**  Is self-aware and has the capacity to self-manage and develop personally and professionally. |
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**7. SUPORTING 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 **Adult Literacy Organiser** (**–** Adult Literacy Organiser Coordinator (Initial Responsibility for Coordinating Regional Literacy)

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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: your referees will be contacted without further communication with you. References may be taken up prior to interview. All appointments are subject to references satisfactory to Kildare and Wicklow ETB].***

***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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***Other 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**

* 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application process:**

Fully completed official application form should be submitted via email to [jobapplications@kwetb.ie](mailto:jobapplications@kwetb.ie) no later than 12 noon on **Thursday, 9th October 2025.**

Please note the following

• Short listing may apply.

• Canvassing by or on behalf of the candidate will automatically disqualify.

• Late applications will not be accepted.

• It is the responsibility of the candidate 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 submitting an application are not the responsibility of the KWETB.

HR Department,

Kildare and Wicklow Education and Training Board,

Head Office,

Chestnut House,

Naas,

Co. Kildare

W91 FH6T

**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 for (e.g. Leader of Education and Learning, Leader of Centre Development, Communication Skills etc.). 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.