



etb

Bord Oideachais agus Oiliúna
Mhaigh Eo, Shligigh agus Liatroma
Mayo, Sligo and Leitrim
Education and Training Board

EMPLOYMENT APPLICATION FORM

POST APPLIED FOR:		
SPECIAL NEEDS ASSISTANT		
Reference No:	Location	Hours per week
SNA119	Coláiste Pobail, Acla	32

PERSONAL DETAILS

Surname															

First name															

Home address															

Home telephone number									

Mobile number									

E-mail															

Post currently held: _____

EDUCATION: (Photocopy of qualifications must be attached)

Second Level:

School attended	From	To	Examination	Year

Relevant Special Needs Qualifications: (Photocopy of Special Needs qualifications must be attached)

• **Course Attended:**
Qualification Awarded:
Subjects:
Year of Award: Length of Course:

• **Course Attended:**
Qualification Awarded:
Subjects:
Year of Award: Length of Course:

ANY ADDITIONAL QUALIFICATIONS (not listed above):

• **Course Attended:**
Qualification Awarded:
Subjects:
Year of Award: Length of Course:

• **Course Attended:**
Qualification Awarded:
Subjects:
Year of Award: Length of Course:

Any notes you may wish to make on qualifications:

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PREVIOUS WORK EXPERIENCE :

- Social / Childcare / Special Needs Area:

Employer	From	To	Nature of Employment	Part-time/Full-time/ Work Experience	Hours per week

- Other Work Experience:

Employer	From	To	Nature of Employment	Part-time/Full-time/ Work Experience	Hours per week

- **Are you on the S.N.A. Supplementary Assignment Panel: Yes _____ / No _____**

(If Yes please attach a certified Supplementary Assignment Panel Form received from your previous employer (known as PF1 form).

- **Are you in receipt of a Pension in respect of previous employment in the education sector or Public Service? Yes ____ / No ____**

If Yes give details:

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- **Are you on a Career Break from a Special Needs Post or other Public Service Employment? Yes _____ / No _____.**

If Yes give details:

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.....

- **Are there any restrictions placed on your employment in Ireland? Yes _____ / No. _____**

If Yes give details:

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.....

Name and Addresses of two Referees (Non-Relative) from whom references may be obtained:

1. _____

2. _____

I certify that the foregoing information is correct:

Applicant

Date

Other information which you consider relevant:

.....
.....
.....

Completed application forms should be returned to:

Mr. Tom Grady

Chief Executive (Acting)

Mayo, Sligo & Leitrim ETB

Newtown

Castlebar

Co. Mayo

Closing date for receipt of completed Application Forms (hard copy only) is **12.00 noon** on **Wednesday**
23rd January 2019.

MAYO, SLIGO and LEITRIM EDUCATION and TRAINING BOARD

INFORMATION LEAFLET TO APPLICANTS FOR VACANT POSITIONS

Mayo, Sligo and Leitrim Education and Training Board owes a duty of care to its pupils and has a duty to satisfy itself that no person employed by the Committee poses a threat to pupils or staff. The Education and Training Board must therefore make certain enquiries of all applicants for employment in a School / Centre and these enquiries will include both:

1. Questions to each applicant at interview (see below) and
2. Enquiries with previous employers, Health Boards and/or Gardai.

The questions which you will be asked at interview may include the following:

- Where have you been residing during the previous five years?
- Were you ever the subject of an enquiry by a Health Board concerning a child welfare matter?
- Were you ever the subject of a Garda criminal investigation arising from a complaint of child abuse.
- Were you the subject of any allegation of criminal conduct or wrongdoing towards a minor.
- Are you aware of any material circumstance in respect of your own conduct which touched/touches on the welfare of a minor.

In respect of the Education and Training Board's enquiries with third parties, a Consent Form is appended, confirming your consent to the making of such enquiries and the giving of responses by any relevant Health Boards and/or the Garda Authorities.

Please note that it is a fundamental term of your employment that you make appropriate full disclosure in respect of the questions outlined above, and a fundamental term will be included in any future contract of employment to this effect. You should also note that if the Education and Training Board is satisfied, in the future, that you have made incomplete or inaccurate disclosure, you may face disciplinary action, up to and including dismissal.

The Education and Training Board 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 Education and Training Board, pursuant to "Children First" published by the Department of Health and Children, or pursuant to any legal obligation imposed on the Education and Training Board to facilitate the effective investigation of crime.



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FORM OF CONSENT

I, _____ of _____

hereby confirm my consent to the Chief Executive or delegated Officer of Mayo, Sligo and Leitrim Education and Training Board to make such enquiries as it considers necessary to a Health Board and/or Garda Authority in order to satisfy its requirements that my employment poses no threat to its pupils or staff and I consent to the giving of responses by any relevant Health Board and/or Garda Authority to the Chief Executive or delegated Officer of Mayo, Sligo and Leitrim Education and Training Board.

Signed: _____ **Date:** _____

DATA PROTECTION STATEMENT

By applying for any position, working or volunteering with, or otherwise taking up any position within Mayo, Sligo and Leitrim Education and Training Board (MSLETB), you acknowledge that your personal data (including special category personal data) shall be processed by MSLETB. The Privacy Notice attached to this application form 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.msletb.ie.

Confidential – Personal Disclosure Form

Have you ever been convicted of a criminal offence or been given a caution? Yes No

If YES, please detail below the nature and date(s) of the offence(s):

FULL NAME (Block Capitals)

ADDRESS (Block Capitals)

PLACE OF BIRTH

Please specify any other name that you are or were previously known by:

Previous Address to above

I confirm that nothing within my personal or professional background deems me unsuitable for employment with Mayo, Sligo and Leitrim Education and Training Board.

I declare that the above information is true and agree that I will abide and accept the terms and conditions of employment should I be successful in my application for a position

Signature of Applicant: _____ **Date:** _____

The H.R. Section will treat all the information including personal data which you give as confidential, subject to Mayo, Sligo and Leitrim E.T.B.'s responsibilities under the Data Protection Acts. False declaration could lead to Non Employment or Dismissal

Declaration

Before signing this form, please ensure that you have replied fully to all questions asked. Offers of employment are subject to verification of candidates' eligibility for the position applied for.

- 1. I certify that all particulars in this application are true and correct, to the best of my knowledge and belief.**
- 2. I am aware that any canvassing, by me, or on my behalf, will disqualify me from the position I am seeking and that any employment offered to me is dependent upon the information given herein being correct.**
- 3. I am aware that false or misleading information or deliberate omissions may result in disqualification or the withdrawal of any offer of employment.**

Signature of Applicant: _____ **Date:** _____

PRIVACY NOTICE

for 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 Mayo, Sligo and Leitrim ETB.

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.msletb.ie.

1. We are Mayo, Sligo and Leitrim Education and Training Board (MSLETB). Our address and contact details are Mayo, Sligo and Leitrim ETB, Head Office, Newtown, Castlebar, Co Mayo, F23 DV78, Telephone 094 9024188.

We provide secondary level education, second chance education; further education and training including apprenticeships; youth work services, community-based education programmes; outdoor education; outreach programmes, specialist programmes, e.g. through Music Generation, School Completion Programmes and other programmes / courses as maybe 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.msletb.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.msletb.ie.

3. 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.msletb.ie.

4. We do not transfer your personal data to a third country or international organisation.
5. We do not engage in automated decision making / profiling.
6. 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.msletb.ie.
7. You have the following statutory rights, that can be exercised at any time:
 - (a) Right to complain to supervisory authority.
 - (b) Right of access.
 - (c) Right to rectification.
 - (d) Right to be forgotten.
 - (e) Right to restrict processing.
 - (f) Right to data portability.
 - (g) Right to object and automated decision making/profiling.

For further information, please see section (7) of our Data Protection Policy available at www.msletb.ie, or alternatively contact our Data Protection Officer.

8. The interim Data Protection Officer (DPO) is the Head of Corporate Services who can be contacted on 094 9024188. If you have any queries, please consult our Data Protection Policy (available at www.msletb.ie) or contact our DPO.