Logo, company name

Description automatically generated

|  |
| --- |
| APPLICATION FORM FOR SCHOOL SECRETARY (GRADE III CLERICAL OFFICER)  ST. DECLAN’S COMMUNITY COLLEGE  PERMANENT CONTRACT  **Please note that all areas of the application form must be fully completed.**  **Incomplete application forms will NOT be considered.** |

1. **Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Work No:** |  |
| **Address for**  **Correspondence:** |  | **Mobile No:** |  |
|  | **Home No:** |  |
|  | **Email:** |  |

1. **Current or Most Recent Appointment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates employed to/from** | **Name & address**  **of Organisation** | **Position Held** | **Nature of Work** | **Reason for**  **Leaving** |
|  |  |  |  |  |

Are there any restrictions on your right to work in Ireland

Yes: No:

If yes, please give details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Previous Appointments**

Please list all your previous appointments. This should also include Voluntary and Temporary assignments. Continue on a separate sheet if necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates Employed To/From** | **Name & Address**  **of Organisation** | **Position Held** | **Nature of Work** | **Reason for**  **Leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Details of Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| Title of Qualification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Year Obtained: \_\_\_\_\_\_\_\_ Pass Honours | | | |
| **Subjects Taken** | | | |
| **First Year Subjects** | **Results** | **Final Year Subjects** | **Results** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Duration of Course of Study 2 yrs 3 yrs 4 yrs other (please specify)  Please specify whether full-time part-time study | | | |

|  |
| --- |
| **Any other information in regard to qualifications:** |
|  |
|  |
|  |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inservice Courses:** | | | | |
| **Dates** | | **Title of Course** | **Name of Organisers** | **Nature of Award** |
| **From** | **To** |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**5. The Role and Function of Grade III Clerical Officer**

In completing this section, please give careful consideration to our Core Values as set out in the WWETB Strategy Statement 2023-2027.

* Respect
* Accountability
* Learner Focus
* Quality
* Sustainability

A number of key competencies have been identified as being essential for the effective performance of the role and function of Grade III Clerical Officer. These competencies are listed below:

1. **Team Work**
2. **Information Management/Processing**
3. **Delivery of Results**
4. **Customer Service & Communication Skills**
5. **Specialist Knowledge, Expertise and Self Development**
6. **Drive and Commitment to Public Service Values**

Outline an example(s) on the following pages of how and where you have displayed each of these competencies (no more than 200 words per competency). The example(s) may be drawn from your own experience in various settings including professional, social, sporting or voluntary.

|  |
| --- |
| 1. **Team Work:** |
| 1. **Information Management/Processing:** |
| 1. **Delivery of Results:** |
| 1. **Customer Service & Communication Skills:** |
| 1. **Specialist Knowledge, Expertise and Self Development:** |
| **F. Drive and Commitment to Public Service Values:** |

**7. Supporting Statement**

This section is for you to provide further information in support of your application (no more than 200 words). 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 Grade III Clerical Officer.

|  |
| --- |
|  |

**8. Details of Referees**

Please provide the names and addresses of two referees from whom Waterford and Wexford ETB can request references on your behalf. One should be a recent or most recent 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 Waterford and Wexford ETB.

|  |  |
| --- | --- |
| **1st Referee** | **2nd Referee** |
| **Name:** | **Name:** |
| **Organisation Name:** | **Organisation Name:** |
| **Address:** | **Address:** |
| **Telephone No. & Ext:** | **Telephone No. & Ext:** |
| **Email Address:** | **Email Address:** |
| **Position Held:** | **Position Held:** |
| **Your work connection with this referee:** | **Your work connection with this referee:** |
| **If you were known by another name when employed please specify:** | **If you were known by another name when employed please specify:** |
| **Dates of employment to/from (if applicable):** | **Dates of employment to/from (if applicable):** |

**8. Declaration**

**Please read before signing this application form**

The accuracy of information provided may be checked with other organisations. Provision of false or misleading information may amount to a criminal offence. Waterford and Wexford ETB may obtain from or provide information to third parties for the purposes of the detection and prevention of crime.

The organisation may data match information it holds about its employees for the prevention and detection of crime.

I declare that the information I have provided is true and accurate and that I have not omitted any material facts. I accept that the offer of employment is conditional on the provision by me of true, accurate information with no material omissions.

I give my consent to Waterford and Wexford ETB making such reasonable enquiries as it sees fit in respect of my application. I accept that once I have commenced employment, Waterford and Wexford ETB will be entitled to terminate my contract without notice or withdraw the offer of employment if information in this application is untrue or inaccurate or if there are material omissions from it.

Before signing this form, please ensure that you have replied fully to all questions asked.

|  |  |
| --- | --- |
| **Signature** | **Date** |
|  |  |

Completed application forms should be submitted to [**vacancies@wwetb.ie**](mailto:vacancies@wwetb.ie)to arrive no later than **4:00pm on 15/07/2025**

**Garda Vetting will take place prior to employment.**

**Canvassing will automatically disqualify a candidate.**

###### Waterford and Wexford Education & Training Board is an equal opportunities employer

**Please read all notes attached to this form prior to completing the 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/qualities) required for the position you are applying for.

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”, you should describe exactly what you did and how you demonstrated the skill or quality in question.

For each example please include the following:

1. The nature of the task, problem or objective;
2. What you actually did and how you demonstrated the skill or quality (and, where appropriate, the date you demonstrated it);
3. 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 when illustrating your answer, referencing more than two skill areas.**

**PLEASE NOTE:** Should you be called for 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.

* The application 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 the maximum word count
* Application is by official WWETB Application Only. No CVs accepted
* No letter of application, CV or written reference should accompany this form
* 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. WWETB accepts no responsibility for applications that are received late.
* **IMPORTANT NOTE:** By applying for any position, working or volunteering with, or otherwise taking up any position within Waterford and Wexford ETB, you acknowledge that your personal data (including special category personal data) shall be processed by WWETB. 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.waterfordwexford.etb.ie](http://www.waterfordwexford.etb.ie).

**Privacy Notice**

1. Waterford and Wexford Education and Training Board is the data controller. Our address is Ardcavan Business Park, Ardcavan, Co. Wexford Y35 P9EA. Tel. No. 053 91 23799. Waterford and Wexford Education and Training Board is established under Section 8 of the Education and Training Boards Act 2013. Waterford and Wexford Education and Training Board provides secondary level education; second chance education; further education and training including apprenticeships; Youthwork; community-based education programmes; outreach programmes; specialist programmes, e.g. through Music Generation and other programmes/courses as may be delivered/funded/sponsored in whole or part or in co-operation with other bodies/agencies etc. Our core functions are set out in Section 10 of the Education and Training Boards Act 2013, together with such other matters as are set out in the Education and Training Boards Act 2013, together with such other legal and statutory obligations as may be imposed on the ETB from time to time.
2. We collect and use your personal data. The personal data we collect includes your name; date of birth; address; contact details; previous employment, experience 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 our Data Protection Policy available at <http://waterfordwexford.etb.ie/information-compliance/wwetb-policies/>
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 what data we collect, why we collect it, how we use it, and the legal basis for same, please go to our Data Protection Policy available at <http://waterfordwexford.etb.ie/information-compliance/wwetb-policies/>
4. We do not transfer your personal data to a third country or international organisation. Certain companies who process personal data on behalf of WWETB may transfer personal data for processing outside the EU, however this will only be done with the agreement of WWETB and with the assurance that appropriate safeguarding measures are in place to protect the data. We will advise data subjects if their data is to be transferred outside the EU.
5. We do not engage in automated decision making/profiling.
6. Some personal data is only kept for a short period (e.g. 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 what data we collect, why we collect it, how we use it, and the legal basis for same, please go to our Data Protection Policy available at <http://waterfordwexford.etb.ie/information-compliance/wwetb-policies/>

1. You have the following statutory rights, that can be exercised at any time:

* Right to complain to supervisory authority (the Office of the Data Protection Commissioner)
* Right of access
* Right to rectification
* Right of erasure
* Right to restrict processing
* Right to data portability
* Right to object to automated decision making/profiling

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 our Data Protection Policy available at <http://waterfordwexford.etb.ie/information-compliance/wwetb-policies/>