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**APPLICATION FOR THE POST OF INSTRUCTOR**

**Communication and Team Leadership**

**(Ref No: 2024AUG153)**

**Please note:** The Application Form 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 maximum word count requirements. **No letter of application, CV or written reference should accompany this form.**

**Please complete all sections of this form. All applications will be treated as confidential.**

**Guidelines for returning your completed application form by email to:** **recruitment@kcetb.ie**

1. E-mail application form to recruitment@kcetb.ie **by Tuesday, 10 September 2024 (12 noon)**.
2. Please ensure that the completed Application Form is saved as a **PDF** document with your own name and the job reference number, for e.g. Ann Jones 2024AUG153
3. **Insert Kilkenny and Carlow ETB Reference Number in subject line of Email** – **2024AUG153**
4. Please only enter the job reference number in the subject line of the email
5. Applications are only accepted by email
6. **Personal details**

|  |  |
| --- | --- |
| **Surname:** |  |
| **First Name(s):** |  |
| **Home Address:****Eircode:** |  |
| **Contact Details:****Mobile:****E-mail:** |  |

1. **Education/Training & qualifications- (you will be required to provide evidence of qualifications at selection stage)**

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| --- | --- | --- | --- | --- |
| **Craft / College / School**  | **From****(mm/yy)** | **To****(mm/yy)** | **Course** | **Qualification Obtained****& NFQ Level** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Employment history**

**Please give details of your work history beginning with the most recent position. Note: Please Copy and Paste the table below to add information on other relevant employment.**

|  |  |
| --- | --- |
| **Name and Address of Employer:** |  |
| **Job Title:** |  |
| **Duration:** | **From: (month & Year)** |  | **To: (month & year)** |  |
| **Job Details and Responsibilities:** |

|  |  |
| --- | --- |
| **Name and Address of Employer:** |  |
| **Job Title:** |  |
| **Duration:** | **From: (month & Year)** |  | **To: (month & year)** |  |
| **Job Details and Responsibilities:** |

|  |  |
| --- | --- |
| **Name and Address of Employer:** |  |
| **Job Title:** |  |
| **Duration:** | **From: (month & Year)** |  | **To: (month & year)** |  |
| **Job Details and Responsibilities:** |

1. **EXPERIENCE**

**All applicants will be assessed across the following areas:**

* Relevant experience and knowledge of the electrical trade
* Teaching / Instructing / Training ability
* Managing People & resources
* Communications skills-(which will be assessed through your application & interview)

**Please give details below of your relevant experience across the following 4 assessment areas.**

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| 1. **Relevant experience and knowledge**
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|  |
| 1. **Teaching/Instructing/Training experience or ability**
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|  |
| 1. **Managing People & Resources**
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|  |
| 1. **Communications skills**
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|  |

1. **References**

Please give details of two referees, one which must be your current or last employer (other than relatives or friends). Referees will only be contacted where applicants are in consideration for an appointment. Any appointment will be subject to receipt of satisfactory references.

|  |  |
| --- | --- |
| **Referee No. 1** | **Referee No.2** |
| Name:Position:Address:Contact Phone:Contact email:  | Name:Position:Address:Contact Phone:Contact email: |

1. **ADDITIONAL INFORMATION**

**ADVERTISING**

Where did you see this position advertised?

**DECLARATION AND SIGNATURE**

* You are required to sign the declaration below certifying that all information you have provided is accurate.
* 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The closing date for receipt of completed application forms is: Tuesday, 10 September 2024 at 12.00 noon by email to** **recruitment@kcetb.ie**

**Please follow the guidelines outlined at the beginning of the application in order to return your completed application form to the above email address.**

**Please note that completed application forms will NOT be accepted by post or fax.**

**Late applications will not be considered.**



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| **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. 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:

* the nature of the task, problem or objective;
* what you actually did and how you demonstrated the skill or quality (and, where appropriate, the date you demonstrated it)
* 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.