

**APPLICATION FOR THE POST OF**

**ADULT LITERACY ORGANISER**

**(Ref No.: 2024AUG156)**

**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.**

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

1. E-mail application form to recruitment@kcetb.ie by **Monday, 16 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 2024AUG156
3. **Insert Kilkenny and Carlow ETB Reference Number in subject line of Email** – **2024AUG156**
4. Please only enter the job reference number in the subject line of the email
5. Applications are only accepted by email

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

**Education and qualifications**

|  |  |  |
| --- | --- | --- |
| **Name and Address of Academic Institution/Awarding Body** | **Period of Study** | **Award/Qualification Obtained** |
| **From:** | **To:** |
|  |  |  |  |

**Professional development courses and qualifications**

|  |  |  |
| --- | --- | --- |
| **details of course / Awarding Body** | **Period of Study** | **Award/Qualification Obtained** |
| **From:** | **To:** |
|  |  |  |  |

**Present or most recent Employment Position**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** **(**name and Address) | **From:** | **To:** | **nature of employment**(Outline job title, duties and main responsibilities) |
|  |  |  |  |

**Employment Record**

Please give details of your previous work history beginning with the most recent position

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** (From/to) | **Employer** **(**name and Address) | **nature of employment**(Outline job title, duties and main responsibilities) | **Reason/s for Leaving** |
|  |  |  |  |

**Competencies**A number of key competencies have been identified as being essential for the effective performance of the role of Adult Literacy Organiser as outlined within the job information pack.

**Outline an example(s) on the following pages of how and where you have displayed each of these competencies (no more than 150-200 words per competency). The example(s) may be drawn from your experience in various settings including professional, community or voluntary.**

|  |
| --- |
| **Leader – Further Education and Training** |

|  |
| --- |
| **Leader – Service Development** |

|  |
| --- |
| **Leader – Management and Administration** |

|  |
| --- |
| **Leader – People and Teams** |

|  |
| --- |
| **Communications** |

|  |
| --- |
| **Self Awareness and Self Management** |

**Personal Statement:** Please outline briefly (in no more than 200 words) why you think you are suitable for appointment, and the particular talents/qualities you bring to this position.

|  |
| --- |
| References: Please give details of two referees. At least one referee should be your present or last employer or, if appropriate, a referee from your last academic institution. Please note that references will normally only be requested for shortlisted candidates. Appointments are subject to receipt of satisfactory references to Kilkenny and Carlow ETB. |
| Name:Position:Address:Tel No:Fax No:E-mail Address: | Name:Position:Address:Tel No:Fax No:E-mail Address: |

**Please note that any form of canvassing will disqualify your application.**

**DECLARATION AND SIGNATURE**

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

**The closing date for receipt of completed application forms is: Monday, 16 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.**



**Guidelines for**

**Completion of Job Application Form**

**IMPORTANT INFORMATION**

**Before completing this application form please read the following carefully:**

* Your application will be assessed on the information you submit on the official application form. Please read the application form carefully and ensure all sections are completed fully and accurately, giving evidence of qualifications, skills and experience.
* All information must be set out on the official application form. The form will expand to accommodate the text you enter. **ADDITIONAL CV WILL NOT BE ACCEPTED**.
* Please be advised that referees may be contacted prior to interview.
* Late applications will not be accepted.
* Canvassing (directly or indirectly) will disqualify.
* **Application forms are only accepted electronically and should be signed and returned by email to:** **recruitment@kcetb.ie**
* Take note of the closing date for the position and make certain your application is submitted in plenty of time. **LATE APPLICATIONS WILL NOT BE ACCEPTED.**
* Care should be taken to provide full and accurate information. Any mis-statement given may disqualify your application.
* Further information regarding Kilkenny and Carlow ETB including details on all our schools/centres can be obtained on our website: [www.kcetb.ie](http://www.kcetb.ie)
* By applying for any position with KCETB, you acknowledge that your personal data shall be processed by KCETB. The Privacy Notice which is available on [www.kcetb.ie](http://www.kcetb.ie) 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 any further information, please see our Data Protection Policy which is also available on [www.kcetb.ie](http://www.kcetb.ie)