

## Further Education and Training Quality Assurance Manager

### 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:

- (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.

## APPLICATION FORM

<b>Title of Post</b>	<b>FET Quality Assurance Manager</b>
<b>Post Reference No:</b>	<b>QAM</b>

**OFFICIAL USE ONLY**

Called for Interview

**Not Shortlisted**

**Personal Details:**

<b>Surname:</b>	<b>First Name:</b>
<b>Home Address:</b>	<b>Address for Correspondence (if different)</b>

**Contact Details:**

<b>Mobile No:</b>	<b>Home Phone No:</b>
<b>Email address:</b>	

<b>Present Occupation:</b>	<b>Nature of current appointment</b> - Permanent / Temporary / Part-time:
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**Incomplete Application Forms will not be considered. All questions on the official form must be fully completed by the applicant – referral to “CV attached” will not suffice.**

**Qualifications:**

School/College Attended	From	To	Title of Qualification/s	Year/s of Award	Level of Qualification/s

**Career to Date:**

<b>State your present / most recent position first</b>				
From	To	Employer	Nature of appointment	Duties

**The Role and Function of FET Quality Assurance Manager:**

A number of key competencies have been identified as being essential for the effective performance of the role and function of the FET Quality Assurance Manager

These competencies are as follows:

- Leadership Potential
- Analysis and Decision Making
- Delivery of Results
- Interpersonal and Communication Skills
- Specialist Knowledge, Expertise and Self Development
- Drive and Commitment to Public Service Values

Outline an example on the following areas of how and where **you** have displayed each of these competencies (no more than 300 words per competency).

**Leadership**

**Analysis and Decision Making**

**Management and Delivery of Results**

**Interpersonal and Communication Skills**

**Specialist Knowledge, Expertise and Self Development**

**Drive and Commitment to Public Service Values**

**Supporting Statement:**

*Interests / Achievements / Any other Relevant Information:*

**References:**

Please give details of two referees - to include your **most recent** employer (not a relative). All appointments are subject to references satisfactory to Education and Training Boards Ireland (ETBI). ETBI reserves the right to seek additional or alternative referees, if deemed appropriate.

**Present or most recent employer:**

<b>Name:</b>	
<b>Position Held:</b>	
<b>Full address:</b>	
<b>Contact Phone Number:</b>	

**Second Referee:**

<b>Name:</b>	
<b>Position Held:</b>	
<b>Full address:</b>	
<b>Contact Phone Number:</b>	

**CANVASSING (DIRECTLY OR INDIRECTLY) WILL DISQUALIFY.**

## DECLARATION

I hereby declare that the information given in this form is correct and give my permission for enquiries to be made to establish such matters as qualifications, experience and character and for the release by other people or organisations of such information as may be necessary to ETBI for that purpose. This may include enquires from past/present employers. The submission of this application is taken as consent to this.

I understand that should any information prove false or inaccurate, Education and Training Boards Ireland reserves the right to withdraw any offer of employment. I understand that in the event of being offered a position, Education and Training Boards Ireland may make enquiries with relevant third parties in relation only, to child welfare or criminal matters.

By submitting your application form you are declaring that the information provided is true and correct.

Signed: \_\_\_\_\_  
(Applicant)

Date: \_\_\_\_\_

**Latest date for receipt of completed applications for the above position by email to:**  
[jobvacancies@etbi.ie](mailto:jobvacancies@etbi.ie) is:

**12.00 noon on WEDNESDAY, 12<sup>th</sup> DECEMBER 2018**

**LATE APPLICATIONS WILL NOT BE ACCEPTED  
CV's WILL NOT BE CONSIDERED  
SHORTLISTING OF CANDIDATES MAY TAKE PLACE  
ETBI IS AN EQUAL OPPORTUNITIES EMPLOYER**

**Please read carefully the Important Notice and Guidelines for Completion of Application Form at the end of this document, before completing your application.**

## IMPORTANT NOTICE

1. Please apply only for positions for which you are qualified.
2. Panel may be formed from which appointments may be made.
3. Applications are only accepted online through [jobvacancies@etbi.ie](mailto:jobvacancies@etbi.ie).
4. Submit the completed application form in Microsoft Word or pdf format.
5. Incomplete Application Forms will not be considered. All questions on the official form must be fully completed by the applicant.
6. CVs will not be considered.
7. Once your application is submitted you will receive an automated response from [jobvacancies@etbi.ie](mailto:jobvacancies@etbi.ie). This may not be taken as confirmation that the submission is a valid application.
8. Boxes may be expanded as required – please comply with maximum word count requirements.
9. All enquiries regarding your application should be submitted via email to [jobvacancies@etbi.ie](mailto:jobvacancies@etbi.ie). Enquiries by any other means cannot guarantee a response before the closing date and time.

## GUIDELINES FOR COMPLETION OF THE APPLICATION FORM

- Please type into the boxes which will expand as required.
- 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**. Education and Training Boards Ireland accepts no responsibility for applications that are received late.
- Education and Training Boards Ireland is a Data Controller within the meaning of the Data Protection Acts 1988 – 2018 and the General Data Protection Regulation (Regulation [EU] 2016/079). The personal data supplied on this application form and supplementary documents is required for the purposes of recruitment (including short listing and interviewing), assessment of qualifications, general administration, and to fulfil our other legal obligations. While the information provided will generally be treated as confidential to Education and Training Boards Ireland, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including Education and Training Boards, the Dept of Education & Skills, the Dept of Social Protection, Gardaí, the CSO, Revenue, other statutory bodies, or with former or subsequent employers. Should you wish to update or access your personal data you should write to the General Secretary.
- Further information on ETBI can be found on our website [www.etbi.ie](http://www.etbi.ie).
- ETBI is committed to equality of opportunity in its recruitment and employment practices.
- **CANVASSING (DIRECTLY OR INDIRECTLY) WILL DISQUALIFY.**