

## APPLICATION FORM

Post  
School  
Academic Year  
Closing Date 4.00p.m.

Dublin and Dun Laoghaire ETB currently has (number of vacancies) for (*post*). In accordance with the revised selection procedures outlined in Circular Letter 0044/2019, candidates will be interviewed and marked in accordance with the marking scheme established in DES Circular Letter 44/2019.

It is preferable if the Application Form is TYPED. If not typed, please complete the form legibly using a black pen. All questions must be answered. Do not change the question numbers or sequence. Boxes may be expanded as required. No letter of application, CV or written reference should accompany this form.

Each candidate must accept responsibility for the information supplied and for its accuracy.

### NOTES ON COMPLETING A COMPETENCY BASED APPLICATION FORM

1. 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 (e.g. Leading Teaching and Learning, Leading School Development, etc.). All question areas must be completed.
2. 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.
3. 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.
4. 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.
5. Please do not use the same example to illustrate your answer to more than two competencies. Please note at interview the board may look for **additional examples** of where you demonstrated the competencies required for this post; candidates therefore, should think of a number of examples of where they demonstrated each of the competencies .

|                 |  |
|-----------------|--|
| <b>Name:</b>    | <b>Teaching Council Registration Number:</b> |
| <b>Address:</b> | <b>Email:</b>                                |
|                 | <b>Tel. No:</b>                              |
|                 | <b>Mobile No:</b>                            |

**1. BASIC TEACHING QUALIFICATIONS (DEGREES, DIPLOMAS)**

| Qualification                    | Subjects |
|----------------------------------|----------|
| <b>AWARD</b>                     |          |
| <b>GRADE</b>                     |          |
| <b>COLLEGE</b>                   |          |
| <b>YEAR OF AWARD</b>             |          |
| <b>LENGTH OF COURSE IN YEARS</b> |          |

**2. POST GRADUATE/DEGREE/DIPLOMA COURSES UNDERTAKEN:**

| TITLE OF COURSE | CONDUCTING BODY | DATE |
|-----------------|-----------------|------|
|                 |                 |      |
|                 |                 |      |
|                 |                 |      |
|                 |                 |      |
|                 |                 |      |
|                 |                 |      |
|                 |                 |      |

**3. IN-SERVICE COURSES UNDERTAKEN:**

| YEAR | COURSE ATTENDED | LENGTH OF COURSE<br><i>weeks/hours</i> | AWARDING BODY | AWARD<br><i>(IF ANY)</i> |
|------|-----------------|--|---------------|--------------------------|
|      |                 |  |               |                          |
|      |                 |  |               |                          |
|      |                 |  |               |                          |
|      |                 |  |               |                          |
|      |                 |  |               |                          |
|      |                 |  |               |                          |
|      |                 |  |               |                          |

**4. PARTICIPATION IN VOLUNTARY ACTIVITIES IN A SCHOOL SETTING**

| SCHOOL | DETAILS OF ACTIVITIES | DURATION |    |
|--------|-----------------------|----------|----|
|        |                       | FROM     | TO |
|        |                       |          |    |
|        |                       |          |    |
|        |                       |          |    |
|        |                       |          |    |
|        |                       |          |    |
|        |                       |          |    |
|        |                       |          |    |
|        |                       |          |    |

**5. PARTICIPATION IN VOLUNTARY ACTIVITIES OUTSIDE OF A SCHOOL SETTING**

| ORGANISATION/SETTING | NATURE OF INVOLVEMENT | DURATION |    |
|----------------------|-----------------------|----------|----|
|                      |                       | FROM     | TO |
|                      |                       |          |    |
|                      |                       |          |    |
|                      |                       |          |    |
|                      |                       |          |    |
|                      |                       |          |    |
|                      |                       |          |    |
|                      |                       |          |    |
|                      |                       |          |    |

6. **Have you ever held a Post of Responsibility in a School?** Yes  No   
If “Yes”, please give details:

Date of Appointment: From \_\_\_\_\_ To: \_\_\_\_\_

Nature of Duties:

7. **The four domains which will be assessed at interview are the following:**

- Leading Teaching and Learning
- Managing the organisation
- Leading School Development
- Developing leadership capacity

Outline, in no more than 300 words, under each domain what you have done to demonstrate the competency (see “Notes on completing a competency based application form”, page ?)

**7.1 Leading Teaching and Learning:**

- promote a culture of improvement, collaboration, innovation and creativity in learning, teaching and assessment;
- foster a commitment to inclusion, equality of opportunity and the holistic development of each pupil;
- manage the planning and implementation of the school curriculum;
- foster teacher professional development that enriches teachers' and pupils' learning.

**7.2 Managing the Organisation:**

- establish an orderly, secure and healthy learning environment, and maintain it through effective communication;
- manage the school's human, physical and financial resources so as to create and maintain a learning organisation;
- manage challenging and complex situations in a manner that demonstrates equality, fairness and justice;
- develop and implement a system to promote professional responsibility and accountability.

### **7.3 Leading School Development:**

- **communicate the guiding vision for the school and lead its realisation in the context of the school's characteristic spirit;**
- **lead the school's engagement in a continuous process of self-evaluation;**
- **build and maintain relationships with parents, with other schools, and with the wider community;**
- **manage, lead and mediate change to respond to the evolving needs of the school and to changes in education.**

**7.4 Developing Leadership Capacity:**

- critique staff practice as leaders and develop their understanding of effective and sustainable leadership;
- empower staff to take on and carry out leadership roles;
- promote and facilitate the development of pupil voice, pupil participation, and pupil leadership;
- build professional networks with other school leaders.



8. With these domains in mind what significant contribution do you see yourself making as a post holder in this school? (Max 300 words)

Give examples:

9. ANY FURTHER RELEVANT INFORMATION you may wish to offer to the Interview Board in support of your application: (Max 200 words)

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

The latest date for receipt of applications is 4.00p.m. on \_\_\_\_\_ .  
Completed application form to be returned to:

*\*Applications will be accepted by e-mail provided a signed original copy of the application is submitted prior to interview. Dublin and Dun Laoghaire ETB cannot accept late applications under any circumstances.*

Data will be processed in accordance with the ETB’s Data Protection Policy and retained in accordance with the records’ retention schedule therein.

Dublin and Dun Laoghaire ETB is a registered Data Controller and Equal opportunities employer.