**KERRY EDUCATION AND TRAINING BOARD**

**APPLICATION FORM FOR THE POST OF**

**MUSIC GENERATION DEVELOPMENT OFFICER**

**MUSIC GENERATION KERRY**

 **(5 YEAR FIXED TERM CONTRACT)**

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| **APPLICANT NAME:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **POST REFERENCE NO:** | **MG 19.20.01** |
| **POST TITLE:** | **MUSIC GENERATION DEVELOPMENT OFFICER, MUSIC GENERATION KERRY** |
| **CLOSING DATE:** | **12 noon, 06 June 2019** |

**Please note:**

The Application Form must be **TYPED.** Handwritten forms will not be accepted.

Boxes may be expanded as required – please comply with maximum word count requirements.

Late and/or incomplete applications will not be accepted.

1. **PERSONAL DETAILS**

|  |  |
| --- | --- |
| **First Name:** | **Surname:** |
|  |  |
| **Home Address:** | **Correspondence Address: *(if different)*** |
|  |  |
| **Home Phone Number:** | **Mobile Phone Number:** |
|  |  |
| **Email Address:** |  |

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| **Have you an EU Passport or work permit to work in the Republic of Ireland:** |  |

**PENSION/REDUNDANCY HISTORY:**

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| Are you in receipt of a Pension and/or Redundancy in respect of previous public service employment: |
| Education Sector (Tick **√** as appropriate): | **YES** |  | **NO** |  |
| Public Service (Tick **√** as appropriate): | **YES** |  | **NO** |  |
|  |  |  |  |  |
| Are you on Career Break? | **YES** |  | **NO** |  |

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| --- | --- |
| If Yes, to either of the above please state type of Pension/Pension Strand and/or redundancy scheme if applicable |  |
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| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **PRESENT or MOST RECENT POSITION**

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| **Please give details of your current / most recent position:** |
| **Employer Name and Address:** | **Job Title/Grade:** | **Notice Period:** *(how soon after an offer of appointment would you be in a position to take up employment)* |
|  |  |  |
| Start Date |  |  |
| Leave Date (if applicable) |  |  |
| Reason for Leaving |  |  |
| Current Salary |  |  |

1. **QUALIFICATIONS**

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| --- |
| **3.1 Primary Degrees/Diplomas Title**: |
| **University/Institute/College:**  |
| **Degree or Equivalent(s) and Grade:** | **Awarding Body:**  |
| **Year of Entry:**  | **Year Qualified:**  |
| **Subjects Studied (please indicate first year and final year subjects):** |

|  |
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| **3.2 Post Graduate Degrees/Diplomas Title:** |
| **University/Institute/College:**  |
| **Degree or Equivalent(s) and Grade:** | **Awarding Body:**  |
| **Year of Entry:**  | **Year Qualified:**  |
| **Subjects Studied (please indicate first year and final year subjects):** |

|  |
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| **3.3 Post Graduate Degrees/Diplomas Title:** |
| **University/Institute/College:**  |
| **Degree or Equivalent(s) and Grade:** | **Awarding Body:**  |
| **Year of Entry:**  | **Year Qualified:**  |
| **Subjects Studied (please indicate first year and final year subjects):** |

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| **3.4 Other Skills Training/Courses relevant to this Post:** |
| **Duration of Course** | **Year completed** | **Title of Skills Training/Courses** | **Award** | **Training/Awarding Body** |
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1. **FORMAL/NON-FORMAL LEARNING**

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| This may include IT upskilling, involvement in partnership committees/sub-committees, attendance at seminars, representative role(s) and other professional development e.g. GDPR, Children First, etc. |
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1. **WORK EXPERIENCE**

| **5.1 Please provide details of your work history beginning with the most recent position:** |
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| **Dates****(From/To):** | **Name and Address of Employer:** | **Position Held and Whole-time or Part-time:** | **Reasons for Leaving:** |
|  |  |  |  |
| **Please give summary of main duties:** (Be clear about the specific responsibility you had, who you reported to and who you engaged with for each role or project in your career to date.) |

| **Dates****(From/To):** | **Name and Address of Employer:** | **Position Held and Whole-time or Part-time:** | **Reasons for Leaving:** |
| --- | --- | --- | --- |
|  |  |  |  |
| **Please give summary of main duties:** (Be clear about the specific responsibility you had, who you reported to and who you engaged with for each role or project in your career to date.) |

| **Dates****(From/To):** | **Name and Address of Employer:** | **Position Held and Whole-time or Part-time:** | **Reasons for Leaving:** |
| --- | --- | --- | --- |
|  |  |  |  |
| **Please give summary of main duties:** (Be clear about the specific responsibility you had, who you reported to and who you engaged with for each role or project in your career to date.) |

| **Dates****(From/To):** | **Name and Address of Employer:** | **Position Held and Whole-time or Part-time:** | **Reasons for Leaving:** |
| --- | --- | --- | --- |
|  |  |  |  |
| **Please give summary of main duties:** (Be clear about the specific responsibility you had, who you reported to and who you engaged with for each role or project in your career to date.) |

1. **RELEVANT EXPERIENCE**

| **6.1 Please provide details of relevant experience in music / music education or a related area if not already provided under ‘Employment History’ above:** |
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| **Dates****(From/To):**  | **Name and Address of Employer (or in the case of voluntary, work, name of organisation/group)** | **Position Held and****Whole-time or Part-time:** | **Reasons for Leaving:** |
|  |  |  |  |
| **Please give summary of main duties:** (Be clear about the specific responsibility you had, who you reported to and who you engaged with for each role or project in your career to date.) |

| **Dates****(From/To):**  | **Name and Address of Employer (or in the case of voluntary, work, name of organisation/group)** | **Position Held and****Whole-time or Part-time:** | **Reasons for Leaving:** |
| --- | --- | --- | --- |
|  |  |  |  |
| **Please give summary of main duties:** (Be clear about the specific responsibility you had, who you reported to and who you engaged with for each role or project in your career to date.) |

| **Dates****(From/To):**  | **Name and Address of Employer (or in the case of voluntary, work, name of organisation/group)** | **Position Held and****Whole-time or Part-time:** | **Reasons for Leaving:** |
| --- | --- | --- | --- |
|  |  |  |  |
| **Please give summary of main duties:** (Be clear about the specific responsibility you had, who you reported to and who you engaged with for each role or project in your career to date.) |

1. **THE ROLE AND FUNCTION OF MUSIC GENERATION DEVELOPMENT OFFICER**

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| A number of key competencies have been identified as being essential for the effective performance of the role and function of **MUSIC GENERATION DEVELOPMENT OFFICER**These competencies are as follows:* Leadership, Initiative and Managing Teams
* Drive, Commitment and Delivery of Results
* Leadership in Effective Partnerships and Networks
* Managing and Developing Initiatives and Programmes
* Self-Awareness and Self-Management
 |
| **Outline, in one or more example(s) below, how and where you have displayed each of these competencies (no more than 250 words per competency). The example(s) may be drawn from your professional or personal experience.**  |

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| --- |
| **7.1 Leadership, Initiative and Managing Teams:** (Max 250 words) |
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| **7.2 Drive, Commitment and Delivery of Results:** (Max 250 words) |
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| **7.3 Leadership of Effective Partnerships and Networks:** (Max 250 words) |
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| **7.4 Managing and Developing Initiatives and Programmes:** (Max 250 words) |
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| **7.5 Self-Awareness and Self-Management:** (Max 250 words) |
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1. **QUALITIES AND SKILLS**

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| --- |
| Please list 3 each of your qualities and skills which you consider most relevant to this post |
| Qualities  |  |
|  |
|  |
| Skills |  |
|  |
|  |
| Please list your reasons for applying for this post: (Max 500 words)  |
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1. **FOCUSED SUMMARY PROPOSAL OUTLINING YOUR APPROACHES TO THE ROLE OF MUSIC GENERATION DEVELOPMENT OFFICER AND THE IMPLEMENTATION OF THE MUSIC GENERATION KERRY FRAMEWORK PLAN**

**Proposal Guidance**

* A comprehensive proposal of **not more than 1,500 words** that engages with the opportunity presented by the role. It is essential that the proposal addresses in a reasonably concise way:
	+ Your approaches to the role of Music Generation Development Officer
	+ What attracts you to the role/organisation and why you would be successful
	+ What ideas you have for developing an Implementation Plan based on the Framework Plan for Music Generation Kerry

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| **9.1** Please provide a written summary proposal outlining your approach to the role of Music Generation Development Officer and the implementation of the Music Generation Kerry Framework Plan. (Max 1,500 words). |
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**10. ADDITIONAL INFORMATION**

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| **10.1 Additional Information**This section is for you to provide any additional information which you consider relevant to your application for the role of Music Generation Development Officer. (Max 500 words) |
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1. **REFERENCES**

Please provide names, addresses and position/occupation of two people (other than relatives or friends) with knowledge of you and your work to whom professional reference can be made. One should be your current or most recent employer. [*Please note: your referees may be contacted without further communication with you]*.

***Present or most recent employer:***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Title:** | **Position Held:** | **Telephone/Mobile:** | **Email:** |
|  |  |  |  |
| **Full address:**  |
|  |

***Other referee:***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Title:** | **Position Held:** | **Telephone/Mobile:** | **Email:** |
|  |  |  |  |
| **Full address:**  |
|  |

1. **DECLARATION**

**If this section is not completed, your application will not be considered for processing.**

Have you been investigated by the Gardaí, HSE, or your employer in relation to substantiated complaints made concerning your treatment of children?

 YES [ ]  NO [ ]

Were you the subject of any allegation of criminal conduct or wrongdoing towards any individual(s)?

 YES [ ]  NO [ ]

Are you aware of any material circumstance in respect of your own conduct which impinges on the welfare of a minor?

 YES [ ]  NO [ ]

Are you aware of any material circumstance in respect of your own conduct which impinges on the welfare of an adult?

 YES [ ]  NO [ ]

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| **If you tick Yes to any of the above, please provide details:** |

Please note that it is a fundamental term of your employment that you make appropriate full disclosure in respect of the questions outlined above. You should also note that if Kerry Education and Training Board (KETB) is satisfied, in the future, that you have made an incomplete or inaccurate disclosure, you may face disciplinary action, up to and including dismissal.

KETB undertakes that all responses furnished by you in respect of the above questions will be treated as confidential, subject to any reporting obligations which may be imposed on KETB, pursuant to “Children First” published by the Department of Children and Youth Affairs, the Child Protection Procedures published by the Department of Education and Skills or pursuant to any legal obligation imposed on KETB to facilitate the effective investigation of crime.

In the event of your being recommended for appointment to this position KETB is obliged to comply with the terms of current Department of Education and Skills Circular Letters.

KETB’s policy is that all newly appointed staff will be vetted via the National vetting Bureau (NVB) and that the outcome of the vetting will be considered in the light of KETB vetting policy. This applies in respect of all appointments in KETB settings.

1. **DECLARATION AND SIGNATURE**

**Declaration**

**Before signing this form, please ensure that you have replied fully to all questions asked. Offers of employment are subject to verification of candidates’ eligibility for the position applied for.**

**1. I certify that all particulars in this application are true and correct, to the best of my knowledge and belief.**

**2. I am aware that any canvassing, by me, or on my behalf, will disqualify me from the position I am seeking and that any employment offered to me is dependent upon the information given herein being correct.**

**3. I am aware that false or misleading information or deliberate omissions may result in disqualification or the withdrawal of any offer of employment.**

**Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Completed application forms to be returned by email to: jobs@kerryetb.ie**

**Closing date: 12 noon, 06 June 2019**

Shortlisting of applicants may apply.

Late and/or incomplete applications will not be accepted.

Please note it is the responsibility of the applicant to ensure that all applications are received on time. Any technical difficulties encountered by the sender when forwarding applications are not the responsibility of KETB. Candidates are therefore strongly advised to submit applications before the 12 noon deadline on the specified closing date.

*The first interview may reduce the initial short list and remaining candidates may be invited for a subsequent interview.*

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**Kerry Education and Training Board services Gaeltacht areas.**

**Cuirfear fáilte roimh chomh fhreagras i nGaeilge.**

**Garda Vetting of successful candidates will take place prior to offer of employment.**

**Canvassing will automatically disqualify.**

**Short-listing will take place on the basis of the information provided in the application form. Depending on the qualifications and experience of applicants, short-listing thresholds may be higher than the minimum standards set out.**

**Kerry Education and Training Board is an equal opportunities employer.**

*“Creating a Learning Society in Kerry”*