



EMPLOYMENT APPLICATION FORM

POST TITLE: SNAP22	PLEASE INDICATE BY INSERTING <input checked="" type="checkbox"/> IN APPROPRIATE BOX, THE COUNTY OR COUNTIES IN WHICH YOU WISH TO BE CONSIDERED FOR POSITIONS WHICH MAY ARISE.
SPECIAL NEEDS ASSISTANT SUBSTITUTE PANEL	Mayo <input type="checkbox"/>
	Sligo <input type="checkbox"/>
	Leitrim <input type="checkbox"/>

PERSONAL DETAILS

Surname															
R	E	I	D	Y											

First name															
S	A	R	A	H											

Home address															
R	U	S	H	B	R	O	O	K							
C	L	O	G	H	E	R									
W	E	S	T	P	O	R	T								

Home telephone number									

Mobile number									
0	8	7	2	3	2	0	9	5	9

E-mail																		
S	A	R	E	I	D	Y	1	5	@	G	M	A	I	L	.	C	O	M

Post currently held: _____

EDUCATION:

Second Level:

School attended	From	To	Examination	Year
Sacred Heart Secondary School	2010	2016	Leaving Cert	2016

Relevant Special Needs Qualifications:)

- **Course Attended:** Certificate in SEN for SNAs

Qualification Awarded: Level 7

Subjects:

Year of Award: 2023 Length of Course: 13 Weeks

- **Course Attended:**

Qualification Awarded:

Subjects:

Year of Award: Length of Course:

ANY ADDITIONAL QUALIFICATIONS (not listed above):

- **Course Attended:** Office Administration

Qualification Awarded: QQI Level 5 Distinction

Subjects: Business Administration Skills, Communications, Database Methods, Information and Administration, Personal and Professional Development, Spreadsheet Methods, Text Production and Word Processing.

Year of Award: 2021 Length of Course: 1 Year

- **Course Attended:** Photography

Qualification Awarded: Level 5

Subjects:

Year of Award: 2019 Length of Course: 1 Year

Any notes you may wish to make on qualifications:

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PREVIOUS WORK EXPERIENCE :

- Social / Childcare / Special Needs Area:

Employer	From	To	Nature of Employment	Part-time/Full-time/Work Experience	Hours per week
Templemary National School			SNA	Subbing Day	9.15am to 3.15pm
Templemary National School	9/12/22	20/01/23	Shadowing SNA	Work Experience	9.15am to 3.15pm

- Other Work Experience:

Employer	From	To	Nature of Employment	Part-time/Full-time/Work Experience	Hours per week
The Castle Late Night Venue, Westport.	October 2021	Present	Nightclub – Door Security	Part-Time	5 Hours
The Cot & Cobble Ballina.	April 2019	May 2020 (COVID19)	Pub & Nightclub – Door Security	Part-Time	5 Hours

- **Are you on the S.N.A. Supplementary Assignment Panel: Yes: No: No**

(If Yes please scan a certified Supplementary Assignment Panel Form received from your previous employer (known as PF1 form) to the employment@msletb.ie inbox.

- **Are you in receipt of a Pension in respect of previous employment in the education sector or Public Service? Yes ___ / No: No**

If Yes give details:

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- **Are you on a Career Break from a Special Needs Post or other Public Service Employment? Yes ___ / No: No**

If Yes give details:

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- **Are there any restrictions placed on your employment in Ireland? Yes ___ / No: No**

If Yes give details:

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Name and Addresses of two Referees (Non-Relative) from whom references may be obtained:

1. Jarlath Dunford, Templemary National School, Killala, County Mayo.
2. Kevin O’ Flaherty, The Castle Late Night Venue, Westport, County Mayo.

I certify that the foregoing information is correct:

Applicant: Sarah Reidy Date: 31/01/2023

Other information which you consider relevant:

MAYO, SLIGO and LEITRIM EDUCATION and TRAINING BOARD

INFORMATION LEAFLET TO APPLICANTS FOR VACANT POSITIONS

Mayo, Sligo and Leitrim Education and Training Board owes a duty of care to its pupils and has a duty to satisfy itself that no person employed by the Committee poses a threat to pupils or staff. The Education and Training Board must therefore make certain enquiries of all applicants for employment in a School / Centre and these enquiries will include both:

1. Questions to each applicant at interview (see below) and
2. Enquiries with previous employers, Health Boards and/or Gardaí.

The questions which you will be asked at interview may include the following:

- Where have you been residing during the previous five years?
- Were you ever the subject of an enquiry by a Health Board concerning a child welfare matter?
- Were you ever the subject of a Garda criminal investigation arising from a complaint of child abuse.
- Were you the subject of any allegation of criminal conduct or wrongdoing towards a minor.
- Are you aware of any material circumstance in respect of your own conduct which touched/touches on the welfare of a minor.

In respect of the Education and Training Board's enquiries with third parties, a Consent Form is appended, confirming your consent to the making of such enquiries and the giving of responses by any relevant Health Boards and/or the Garda Authorities.

Please note that it is a fundamental term of your employment that you make appropriate full disclosure in respect of the questions outlined above, and a fundamental term will be included in any future contract of employment to this effect. You should also note that if the Education and Training Board is satisfied, in the future, that you have made incomplete or inaccurate disclosure, you may face disciplinary action, up to and including dismissal.

The Education and Training Board 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 the Education and Training Board, pursuant to "Children First" published by the Department of Health and Children, or pursuant to any legal obligation imposed on the Education and Training Board to facilitate the effective investigation of crime.

FORM OF CONSENT

I, Sarah Reidy of Rushbrook, Clogher, Westport, County Mayo

hereby confirm my consent to the Chief Executive or delegated Officer of Mayo, Sligo and Leitrim Education and Training Board to make such enquiries as it considers necessary to a Health Board and/or Garda Authority in order to satisfy its requirements that my employment poses no threat to its pupils or staff and I consent to the giving of responses by any relevant Health Board and/or Garda Authority to the Chief Executive or delegated Officer of Mayo, Sligo and Leitrim Education and Training Board.

Signed: Sarah Reidy **Date:** 31/01/2023

DATA PROTECTION STATEMENT

By applying for any position, working or volunteering with, or otherwise taking up any position within Mayo, Sligo and Leitrim Education and Training Board (MSLETB), you acknowledge that your personal data (including special category personal data) shall be processed by MSLETB. The Privacy Notice attached to this application form 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 more information, please see our Data Protection Policy available at www.msletb.ie.

Have you ever been convicted of a criminal offence or been given a caution? Yes No

If YES, please detail below the nature and date(s) of the offence(s):

FULL NAME (Block Capitals)

SARAH REIDY

ADDRESS (Block Capitals)

RUSHBROOK, CLOGHER, WESTPORT, COUNTY MAYO.

PLACE OF BIRTH

MAYO GENERAL HOSPITAL CASTLEBAR COUNTY MAYO.

Please specify any other name that you are or were previously known by:

Previous Address to above

I confirm that nothing within my personal or professional background deems me unsuitable for employment with Mayo, Sligo and Leitrim Education and Training Board.

I declare that the above information is true and agree that I will abide and accept the terms and conditions of employment should I be successful in my application for a position

Signature of Applicant: Sarah Reidy **Date:** 31/01/2023

The H.R. Section will treat all the information including personal data which you give as confidential, subject to Mayo, Sligo and Leitrim E.T.B.'s responsibilities under the Data Protection Acts. False declaration could lead to Non Employment or Dismissal

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: Sarah Reidy

Date: 31/01/2023

PRIVACY NOTICE

for Employees, Volunteers, Board Members, Committee members, etc.

By applying for any position, working or volunteering with, or otherwise taking up any position within the ETB, you acknowledge that your personal data (including special category personal data) shall be processed by Mayo, Sligo and Leitrim ETB.

This Privacy Notice 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 more information, please see our Data Protection Policy available at www.msletb.ie.

1. We are Mayo, Sligo and Leitrim Education and Training Board (MSLETB). Our address and contact details are Mayo, Sligo and Leitrim ETB, Head Office, Newtown, Castlebar, Co Mayo, F23 DV78, Telephone 094 9024188.

We provide secondary level education, second chance education; further education and training including apprenticeships; youth work services, community-based education programmes; outdoor education; outreach programmes, specialist programmes, e.g. through Music Generation, School Completion Programmes and other programmes / courses as maybe delivered / funded / sponsored in whole or part or in co-operation with other bodies / agencies, etc. For further information, see section 1 of our Data Protection Policy available at www.msletb.ie.

2. We collect and use your personal data. The personal data we collect includes your name; date of birth; address; contact details; CV and qualifications; vetting outcome; Teaching Council registration; registration with any other professional/accrediting body; PPS number; financial data; images (staff cards, CCTV); medical, health and occupational health data; immigration / work-visa information; information relating to recruitment, promotions, and appointments processes; other IR / HR processes; pensions details, etc.

We use personal data for purposes including: running an efficient service; complying with our obligations as an employer; for recruitment and appointments; allocating resources to our education centres; monitoring the effectiveness of our equal opportunities policies; to discharge our duties to other staff and students; complying with our statutory reporting obligations to Government bodies and EU funding bodies; resolving disputes and defending litigation, etc.

The information we collect about you depends on various factors, e.g. we will hold differing levels of information about a job applicant as compared with a long-standing employee. Certain personal data is collected and aggregated for use on an anonymised basis, e.g. to monitor our compliance with equal opportunities and non-discrimination policies.

For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please go to section 2 of our Data Protection Policy available at www.msletb.ie.

3. We share your personal data with third parties, including other Government bodies. Depending upon the nature of your role within the ETB, this may include data-sharing with bodies including the Department of Education and Skills, Revenue Commissioners, Department of Social Protection, Comptroller & Auditor General, Tusla, An Garda Síochána, HSE, the Teaching Council or any other regulatory body to which you belong, your Trade Union (for IR /HR issues), occupational health advisors, our insurance

company (Irish Public Bodies), banks / financial institutions (to pay wages), pension administrators and pension trustees, future employers (for references, etc.), other service providers (including IT providers, security providers, legal advisors), etc.

The Government bodies to which we transfer your personal data will use it for their own purposes (including: to verify other information they already hold about you, for fraud prevention measures, etc.) and may aggregate it with other information they already hold about you.

For further information on who we share your data with, when and in what circumstances, and why, please see section 3 of our Data Protection Policy available at www.msletb.ie.

4. We do not transfer your personal data to a third country or international organisation.
5. We do not engage in automated decision making / profiling.
6. Some personal data is only kept for a short period (e.g. we will destroy at the end of an academic year because it is no longer needed). Some data we retain for a longer period (e.g. we retain even after you leave our employment). For further information on the retention periods, please go to section 6 of our Data Protection Policy available at www.msletb.ie.
7. You have the following statutory rights, that can be exercised at any time:
 - (a) Right to complain to supervisory authority.
 - (b) Right of access.
 - (c) Right to rectification.
 - (d) Right to be forgotten.
 - (e) Right to restrict processing.
 - (f) Right to data portability.
 - (g) Right to object and automated decision making/profiling.

For further information, please see section (7) of our Data Protection Policy available at www.msletb.ie , or alternatively contact our Data Protection Officer.

8. The interim Data Protection Officer (DPO) is the Head of Corporate Services who can be contacted on 094 9024188. If you have any queries, please consult our Data Protection Policy (available at www.msletb.ie) or contact our DPO.

N.B. PLEASE ONLY ENTER 6 DIGIT REFERENCE NUMBER IN SUBJECT LINE OF EMAIL AS IT APPEARS ON ADVERTISEMENT (Do not include spaces/dashes/additional words e.g. Reference).

ONLY APPLICATIONS CONTAINING THE 6 DIGIT REFERENCE NUMBER IN THE SUBJECT LINE OF THE EMAIL WILL BE ACCEPTED.

ON COMPLETING THE APPLICATION FORM, PLEASE COMPLETE THE FOLLOWING ESSENTIAL STEPS:

1. Save completed Application Form as a PDF document, using your name as File name (e.g. John Smith).
2. Compose New E-mail to employment@msletb.ie
3. Insert Correct Reference Number in subject line of E-mail.
4. Insert saved PDF Application Form as an attachment.
5. Send E-mail to employment@msletb.ie

N.B. Only Applications saved in PDF format will be accepted.

1. Staff appointed to Mayo, Sligo and Leitrim ETB will be subject to a certificate of Medical Fitness and Garda Vetting.
2. **Applications are only accepted by email to: employment@msletb.ie Ni ghlactar le hiarratais ar ríomhphost ach amháin tri employment@msletb.ie.** CV's will not be accepted. Ní ghlacfar le CV.
3. **It is vital to insert Reference Number of Post on the "subject line" of your email.**
Only Applications containing the 6 digit reference number in the subject line of the email will be accepted.
4. Applications will not be accepted via hard copy or fax / *Ní ghlacfar le hiarratais ar facs nó ríomhphost.*
5. Applicants will only be contacted by email so please ensure correct email is inserted on Application Form.
6. Successful candidates are appointed to the staff of Mayo, Sligo and Leitrim Education and Training Board and may be assigned to any of the Board's Schools or Centres, as circumstances require. / *Ceaptar iarrthóirí ar éirigh leo ar fhoireann Bhord Oideachais agus Oiliúna Mhaigh Eo, Shligigh agus Liatroma agus d'fhéadfaí iad a ainmniú d'aon Scoil nó Ionad de chuid an Bhoird, de réir mar is gá.*
7. This E.T.B does not acknowledge receipt of completed Application Forms. / *Ní chuireann an Bord Oideachais agus Oiliúna seo admháil ar fáil / leith Fhoirmeacha Iarratais comhlánaithe.*
8. Shortlisting may apply. / *D'fhéadfadh gearrliostú a bheith i gceist.*
9. Canvassing will disqualify. / *Dícháileofar éinne a dhéanann canbhasáil.*
10. Late Applications will not be accepted. / *Ní ghlacfar le hiarratais dhéanacha.*
13. Incomplete Applications will not be accepted. / *Ní ghlacfar le hiarratais neamhiomlána.*
14. Garda Vetting is mandatory.
15. Mayo, Sligo and Leitrim Education and Training Board is an Equal Opportunities Employer / *Is Fostóir Comhionannais Deiseanna é Bord Oideachais agus Oiliúna Mhaigh Eo, Shligigh agus Liatroma.*
16. Mayo, Sligo and Leitrim Education and Training Board is registered as a Data Controller. / *Tá Bord Oideachais agus Oiliúna Mhaigh Eo, Shligigh agus Liatroma cláraithe mar Rialaitheoir Sonraí*
17. Please do not send general employment queries to the employment inbox.
18. All further correspondence with applicants will be by email.
19. Please note that if you have recently interviewed for an SNA post for any of our schools for the 2022/2023 year and have been placed on a panel for fixed term posts which may arise, the panel for that school will take precedence over the scheme wide panel for vacancies which may arise in that particular school for the forthcoming year.