



ASHBOURNE COMMUNITY SCHOOL  
1, Deerpark, Ashbourne, Co. Meath.  
Telephone: 01-8353066

## APPLICATION FORM FOR GRADE IV CLERICAL OFFICER

**FIXED TERM CONTRACT: 35 HOURS PER WEEK**

Please note that all areas of the application form must be fully completed.

Incomplete application forms will NOT be considered.

### 1. Personal Details

<b>Name:</b>		<b>Work No:</b>	
<b>Address for Correspondence:</b>		<b>Mobile No:</b>	
		<b>Home No:</b>	
		<b>Email:</b>	

### 2. Current or Most Recent Appointment

<b>Dates employed to/from</b>	<b>Name &amp; address of Organisation</b>	<b>Position Held</b>	<b>Nature of Work</b>	<b>Reason for Leaving</b>

Are there any restrictions on your right to work in Ireland

 

Yes:

No:

If yes, please give details: \_\_\_\_\_

### 3. Previous Appointments

Please list all your previous appointments. This should also include Voluntary and Temporary assignments. Continue on a separate sheet if necessary.

Dates Employed To/From	Name & Address of Organisation	Position Held	Nature of Work	Reason for Leaving

### 4. Details of Qualifications

Title of Qualification: \_\_\_\_\_

College: \_\_\_\_\_

Year Obtained: \_\_\_\_\_ Pass                  Honours

Subjects Taken			
First Year Subjects	Results	Final Year Subjects	Results

Duration of Course of Study 2 yrs  3 yrs  4 yrs  other   
 (please specify)

Please specify whether full-time  part-time study

<b>Any other information in regard to qualifications:</b>	

<b>Inservice Courses:</b>				
<b>Dates</b>		<b>Title of Course</b>	<b>Name of Organisers</b>	<b>Nature of Award</b>
<b>From</b>	<b>To</b>			


**5. The Role and Function of Grade IV Clerical Officer**

- A. Team Work**
- B. Information Management/Processing**
- C. Delivery of Results**
- D. Customer Service & Communication Skills**
- E. Specialist Knowledge, Expertise and Self Development**

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

**A. Team Work:**

**B. Information Management/Processing:**

**C. Delivery of Results:**

**D. Customer Service & Communication Skills:**

**E. Specialist Knowledge, Expertise and Self Development:**

**6. Supporting Statement**

This section is for you to provide further information in support of your application (no more than 200 words). You should demonstrate why you have applied for the position and outline any other knowledge/expertise or attributes which you consider pertinent to the role of Grade IV Clerical Officer.

## 7. Details of Referees

Please provide the names and addresses of two referees from whom Ashbourne Community School can request references on your behalf. One should be a recent or most recent employer. Both referees should have been in a position of responsibility within the employing organisation(s). They must not be related to you, or be known to you as a friend. [Please note: your referees will be contacted without further communication with you. References may be taken up prior to interview. All appointments are subject to references satisfactory to Ashbourne Community School]

<b>1<sup>st</sup> Referee</b>	<b>2<sup>nd</sup> Referee</b>
<b>Name:</b>	<b>Name:</b>
<b>Organisation Name:</b>	<b>Organisation Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone No. &amp; Ext:</b>	<b>Telephone No. &amp; Ext:</b>
<b>Email Address:</b>	<b>Email Address:</b>
<b>Position Held:</b>	<b>Position Held:</b>
<b>Your work connection with this referee:</b>	<b>Your work connection with this referee:</b>
<b>If you were known by another name when employed please specify:</b>	<b>If you were known by another name when employed please specify:</b>
<b>Dates of employment to/from (if applicable):</b>	<b>Dates of employment to/from (if applicable):</b>

## 8. Declaration

### **Please read before signing this application form**

The accuracy of information provided may be checked with other organisations. Provision of false or misleading information may amount to a criminal offence. Ashbourne Community School may obtain from or provide information to third parties for the purposes of the detection and prevention of crime.

The organisation may data match information it holds about its employees for the prevention and detection of crime.

I declare that the information I have provided is true and accurate and that I have not omitted any material facts. I accept that the offer of employment is conditional on the provision by me of true, accurate information with no material omissions.

I give my consent Ashbourne Community School making such reasonable enquiries as it sees fit in respect of my application. I accept that once I have commenced employment, Ashbourne Community School will be entitled to terminate my contract without notice or withdraw the offer of employment if information in this application is untrue or inaccurate or if there are material omissions from it.

Before signing this form, please ensure that you have replied fully to all questions asked.

Signature	Date

Completed application forms should be submitted to [recruit@ashcom.ie](mailto:recruit@ashcom.ie) to arrive no later than **NOON ON TUESDAY, 1<sup>st</sup> APRIL, 2025.**

**Garda Vetting will take place prior to employment.**

**Canvassing will automatically disqualify a candidate.**

**Ashbourne Community School is an equal opportunities employer**

**Please read all notes attached to this form prior to completing the 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/qualities) required for the position you are applying for.

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”, you should 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 when illustrating your answer, referencing more than two skill areas.**

**PLEASE NOTE:** Should you be called for interview, the Board of Management 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.

The application 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 the maximum word count
- Application is by official ACS Application Only. No CVs accepted
- No letter of application, CV or written reference should accompany this form
- 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. Ashbourne Community School accepts no responsibility for applications that are received late.
- **IMPORTANT NOTE:** By applying for any position, working or volunteering with, or otherwise taking up any position within Ashbourne Community School (ACS), you acknowledge that your personal data (including special category personal data) shall be processed by ACS. 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.ashcom.ie](http://www.ashcom.ie)



## Privacy Notice

1.1 **Your Rights** Personal Data will be processed by the school in a manner that is respectful of the rights of data subjects. Under GDPR these include<sup>1</sup>

- (i) the right to information
- (ii) the right of access
- (iii) the right to rectification
- (iv) the right to erasure (“right to be forgotten”)
- (v) the right to restrict processing
- (vi) the right to data portability
- (vii) the right to object
- (viii) the right not to be subject to automated decision making
- (ix) the right to withdraw consent
- (x) the right to complain.

1.2 **Right to be Informed** You are entitled to information about how your personal data will be processed. We address this right primarily through the publication of this Data Protection Policy. We also publish additional privacy notices/statements which we provide at specific data collection times, for example, our Website Data Privacy Statement is available to all users of our website. Should you seek further clarification, or information that is not explicit in our Policy or Privacy Statements, then you are requested to forward your query to the school.

1.3 **Right of Access** You are entitled to see any information we hold about you. The school will, on receipt of a request from a data subject, confirm whether or not their personal data is being processed. In addition, a data subject can request a copy of their personal data.

If you are a student who is subject to estimated marks, and you make a data access request to the school for your estimated marks before the issue of results, the school will advise the following:

- that in line with section 56 of the Data Protection Act, it is not possible to respond to the request at present, and
- that the request will be taken to have been made on the later of either the date of the first publication of the results of the ‘examination’ (i.e. the Accredited Grades process), or the date of the request.

The school in responding to a right of access must ensure that it does not adversely affect the rights of others.

1.4 **Right to rectification** If you believe that the school holds inaccurate information about you, you can request that we correct that information. The personal record may be supplemented with additional material where it is adjudged to be incomplete.

1.5 **Right to be forgotten** Data subjects can ask the school to erase their personal data. The school will act on such a request providing that there is no compelling purpose or legal basis necessitating retention of the personal data concerned.

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<sup>1</sup> For further information on your rights see [www.GDPRandYOU.ie](http://www.GDPRandYOU.ie).

- 1.6 **Right to restrict processing** Data subjects have the right to seek a restriction on the processing of their data. This restriction (in effect requiring the controller to place a “hold” on processing) gives an individual an alternative to seeking erasure of their data. It may also be applicable in other circumstances such as where, for example, the accuracy of data is being contested.
- 1.7 **Right to data portability** This right facilitates the transfer of personal data directly from one controller to another. It can only be invoked in specific circumstances, for example, when processing is automated and based on consent or contract.
- 1.8 **Right to object** Data subjects have the right to object when processing is based on the school’s legitimate interests or relates to a task carried out in the public interest (e.g. the processing of CCTV data may rely on the school’s legitimate interest in maintaining a safe and secure school building). The school must demonstrate compelling legitimate grounds if such processing is to continue.
- 1.9 **Right not to be subject to automated decision making** This right applies in specific circumstances (as set out in GDPR Article 22).
- 1.10 **Right to withdraw consent** In cases where the school is relying on consent to process your data, you have the right to withdraw this at any time, and if you exercise this right, we will stop the relevant processing.
- 1.11 **Limitations on Rights** While the school will always facilitate the exercise of your rights, it is recognised that they are not unconditional: the school may need to give consideration to other obligations.<sup>2</sup>
- 1.12 **Right to Complain**
- If you are concerned about how your personal data is being processed, then please address these concerns in the first instance to the Principal who is responsible for operational oversight of this policy.<sup>3</sup>
  - A matter that is still unresolved may then be referred to the school’s Data Controller (i.e., the Board of Management) by writing to the Chairperson c/o school.
  - Should you feel dissatisfied with how we have addressed a complaint or concern that you have raised, you have the right, as data subject, to bring the matter to the attention of the Irish Data Protection Commission.

Telephone	+353 57 8684800 +353 (0)761 104 800
Lo Call Number	1890 252 231
Fax	+353 57 868 4757
E-mail	info@dataprotection.ie
Post	Data Protection Commission Canal House, Station Road Portarlinton, Co. Laois R32 AP23
<b>Website</b>	<b><a href="http://www.dataprotection.ie">www.dataprotection.ie</a></b>

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<sup>2</sup> See GDPR Articles 12-23 for a full explanation of subject rights and their application.