

All information provided in this form is confidential to the Shortlisting and interview selection board

**GUIDANCE NOTES FOR COMPLETION OF
National Council for Special Education APPLICATION FORM**

General

In line with GDPR, please ensure you do **not** identify third party individuals in your application form.

How to apply

Completed applications will only be accepted, in Microsoft Word format submitted via the competition application page through our Recruitment Platform, Pinpoint.

Applications posted, hand delivered or sent to individual email addresses of Recruitment staff or Recruitment Inbox will **not** be accepted.

Late applications will **not** be considered.

PART 1

Competition correspondence will issue to **one** email address only. The onus is on the candidate to ensure they provide an email address to which they have regular access.

PART 2

General Education

State any qualifications you have obtained. Should you be successful at interview, you may be required to produce the original certificates of any qualifications mentioned.

Further Education

State any qualifications you have obtained. Include any special skills training and any relevant evening classes. This is especially important for positions requiring a professional qualification. Should you be successful at interview, you may be required to produce the original certificates of any qualifications mentioned. Please note that the onus is on applicants to prove they have the qualifications detailed in the job specification.

Work Experience

Start with your current/most recent employment and work backwards. You should also give reasons for any gaps in your employment.

Any Other Relevant Information

Skills and experience acquired outside of work can sometimes be just as relevant as those gained in work.

PART 3

Examples of Competencies

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An Chomhairle Náisiúnta
um Oideachas Speisialta
National Council
for Special Education

In this section, we ask you to describe some of your personal achievements to date that demonstrate certain competencies, which have been identified as necessary, for the position.

As the examples you provide in Part 3 may be used in the shortlisting assessment, please outline your examples clearly and concisely. The examples should demonstrate to the board that you have the competencies required for the role.

Please note, when providing competency examples, candidates will be disqualified if they exceed 350 words (using Microsoft Word word count).

PART 4

Declaration

You are asked to confirm that all the information you provide is true and accurate. Applicants who are subsequently found to have given false information may be disqualified from this competition or have any offer of assignment withdrawn.

Important Notes:

- Please complete this form in full in typed MS Word format
- This competition will be administered through our Recruitment Platform, Pinpoint.
- Completed application forms should be submitted on our Pinpoint Platform by 3.00pm on 31st October 2024.



Special Educational Needs Organiser (SENO) Cavan Circular 013/2024

APPLICATION FORM

NCSE Recruitment,
1-2 Mill Street Trim,
Co. Meath

For Office Use Only
Application
Number:

Please complete this application form in TYPED FORMAT

APPLICATIONS WILL ONLY BE ACCEPTED ON THIS OFFICIAL APPLICATION FORM

PART 1

Position Applied For:	
Name:	
Contact Phone Number:	
Contact Email Address: (Competition correspondence will issue to this address, the onus is on the candidate to ensure they provide <u>one</u> email address to which they have regular access)	
Current Grade:	

Applications from persons with disabilities are welcome and information about disability is only requested on the application form in order that appropriate arrangements for an interview can be made if necessary. Where online tests occur, you will need to contact the service provider directly.

Do you consider that you have a disability? Yes: No:
(Please tick as appropriate)

If YES, please give details of the nature of your disability and your requirements, if any, to enable us to make appropriate arrangements for this competition:



PART 2

NAME:

PARTICULARS OF EDUCATION

1. GENERAL EDUCATION

Names of Schools attended	From	To	Certificates and Distinctions Obtained

2. FURTHER EDUCATION (Academic, Professional or Trade Qualifications)

Course Studied Please state full name of course	College Attended	From	To	* Qualification Level (Please indicate by level <u>only</u> eg: 7 or 8)	Please state the awarding body and the full title of the qualification obtained	Grade obtained, e.g. 2.1, Pass, Credit, Distinction

* "Qualification Level" refers to the qualification level in the National Framework of Qualifications (NFQ) as set by the Quality and Qualifications Ireland (QQI), 26/27 Denzille Lane, Dublin 2 QQI Ph: +353 -1- 9058100.

NFQ Level must be entered, Pass / Honours is not acceptable.



PART 2 (continued)

EMPLOYMENT RECORD

3. WORK EXPERIENCE – commencing with most recent position

Employer, Address, Dates of Employment	Grade/Title and <u>BRIEF</u> Nature of Duties



PART 2 (continued)

- 4. ANY OTHER RELEVANT INFORMATION (please note that skills and experience acquired outside of work can sometimes be just as relevant as those gained in work).**



PART 3

Examples of Competencies & Questions

In the following section we ask you to describe some of your personal achievements to date that demonstrate how your experience would enable you to carry out the specific role of Special Education Needs Organiser (SENO) and how you would be suited to this role. The relevant competencies are indicated in the headings set out below.

Link your examples to the competencies, briefly describing the background/nature:

- **Situation** - What was the situation/problem?
- **Task** -What did you do?
- **Actions** - Why did you do it?
- **Result** - What was the outcome?

Please note, when providing competency examples, candidates will be disqualified if they exceed 350 words (using Microsoft Word word count).

Please do not use the same example to illustrate your answer to more than 1 question and please try to use recent examples.

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The onus is entirely on candidates to ensure that their applications are received on time by NCSE Recruitment. Please note that completed applications will only be accepted, in Microsoft Word format submitted via the competition application page through our Recruitment Platform, Pinpoint.

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Questions

QUESTION 1

Please provide details of your experience of working in the area of education of children with special educational needs, or the delivery of other services to people with disabilities (a minimum of 1 year' post qualification experience required):

(Do not exceed 350 words)



Question 2

Please provide details of your operational, organisational and problem solving skills:

(Do not exceed 350 words)



Question 3

Please provide details of your experience (if any) in the preparation of written reports:

(Do not exceed 350 words)



Examples of Competencies

1. Management & Delivery of Results

- Takes responsibility and is accountable for the delivery of agreed objectives
- Successfully manages a range of different projects and work activities at the same time
- Structures and organises their work effectively
- Is logical and pragmatic in approach, delivering the best possible results with the resources available
- Proactively identifies areas for improvement and develops practical suggestions for their implementation
- Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively
- Applies appropriate systems/ processes to enable quality checking of all activities and outputs
- Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers

(Do not exceed 350 words)



2. Analysis & Decision Making

- Gathers and analyses information from relevant sources, weighing up a range of critical factors
- Takes account of any broader issues and related implications when making decisions
- Uses previous knowledge and experience in order to guide decisions
- Makes sound decisions with a well-reasoned rationale and stands by these
- Puts forward solutions to address problems

(Do not exceed 350 words)



3. Building Relationships & Communication

- Builds and maintains contact with colleagues and other stakeholders to assist in performing role
- Encourages open and constructive discussions around work issues
- Projects conviction, gaining buy-in by outlining relevant information and selling the benefits
- Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances
- Presents information clearly, concisely and confidently when speaking and in writing

(Do not exceed 350 words)



4. Specialist Knowledge, Expertise and Self Development

- Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department and effectively communicates this to others
- Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work
- Focuses on self-development, striving to improve performance

(Do not exceed 350 words)



PART 4

DECLARATION

(Please ensure that you have replied fully to all questions asked. You should also satisfy yourself that you are eligible for the competition concerned.)

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

I authorise the National Council for Special Education to obtain information from any educational institutions it considers necessary, in order to verify my educational qualifications.

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

I am aware that false or misleading information or deliberate omissions may result in disqualification from the competition or the withdrawal of any offer of appointment.

I certify that I have used the correct application form and that I have adhered to the guidance notes for completion of the National Council for Special Education application form.

I understand candidate eligibility, for the position applied for, may be verified at any stage of the selection process.

Type Name Here: _____ Date: _____

By entering your name, you are confirming that you have read and understand the declaration as set out above.