

APPLICATION FORM

Education Officer for Language and
Literacy (Gaeilge and English):
Primary

Open competition for full-time post

**For official use
only**

Candidate Number

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Instructions

- This application form consists of three sections
 - Personal and Contact Information
 - Qualifications and Employment Record
 - Demonstration of Key Competencies
- It is not the policy of the NCCA to accept application forms by email. We recommend that a certificate of posting should be obtained and that applications should be posted in sufficient time to be **delivered** no later than Friday 16th September 2011.
- Please do not forward any certificates or references with this form.
- Before you return the form to the NCCA please ensure that you have completed all sections and that you have signed the declaration on the final page. The onus is on candidates to establish eligibility on this application form. Please read the Information Booklet carefully.
- If you have any queries relating to this application form or the information booklet, please contact Morgan Lockhart at 01 6617177 or morgan.lockhart@ncca.ie
- **Four** signed hard copies of the completed application form must be forwarded to reach

**Morgan Lockhart,
Executive Officer,
National Council for Curriculum and Assessment,
24 Merrion Square,
Dublin 2**

not later than

5 p.m. on Friday 16th September 2011

Personal and contact information

Title	
First name	
Surname	
Address	
Telephone number	
E mail address	
PPS No:	

Qualifications and employment record

Academic, professional or technical qualifications				
Full title of degree(s)/ qualification(s) held	Awarding body	Year of award	Grade obtained	NFQ Level

In date order, starting with your current position, give full particulars of all relevant employment.

Employment record			
Dates		Title of post held, description of duties	Name and address of employer
From	To		

Demonstration of key competencies

In the following section, you are given an opportunity to describe some of your personal achievements to date that demonstrate four competences required for the position of Education Officer in the National Council for Curriculum and Assessment.

- Knowledge and understanding of the Irish education system
- Involvement in and engagement with processes of curriculum review and development
- Organisational awareness and effectiveness
- ICT

For each competency, you are asked to give an example from your career to date that best illustrates how you have developed and used this competency. It is essential that you describe how you demonstrated the competence in question.

Try not to exceed the space allowed in the boxes. One of the skills required of the Education Officer is the ability to write clearly and concisely.

Knowledge and understanding of the Irish education system

As Education Officer you will need comprehensive knowledge and understanding of the Irish education system with particular reference to curriculum and assessment.

Describe a specific, relevant example in your career to date where you demonstrated this key competency.

Involvement in and engagement with processes of curriculum and assessment review and development

An Education Officer will be required to lead and support curriculum and assessment review and development.

Describe a specific, relevant example in your career to date where you demonstrated this key competency.

Organisational awareness and effectiveness

As Education Officer you will be required to contribute to the organisation and to its development.

Describe a specific, relevant example in your career to date where you demonstrated this key competency.

ICT

Using ICT effectively is an important part of the work of an Education Officer. Describe your ICT skills including skills for working with digital media and online.

Additional information

Please add any additional information which you feel, would be relevant to your candidature for this post.

I hereby declare that I fulfill all the requirements set out for this position and that the information given in this form is correct.

I understand that if it is subsequently discovered that any statement is false or misleading I could be disqualified from the selection campaign.

I understand canvassing will render an applicant liable to disqualification.

Signature:

Date: