

*Joint Managerial Body*

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Secretariat of Secondary Schools

JMB/AMCSS

APPLICATION FOR POST OF

HR/IR and Employment Law Advisor

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **This form must be signed (an electronic signature is acceptable)**
2. **All questions must be answered.**
3. **Do not change the question numbers or sequence.**
4. **The Application Form must be typed in Arial font size 11.**
5. **The total number of pages (including this cover sheet) should not exceed 10.**
6. **No letter of application or CV should accompany this form.**

General Information

**This completed form should be returned via email to:**

[**corporateservices@jmb.ie**](mailto:corporateservices@jmb.ie)

***Applications received after 5.00pm on 24th May 2023 will not be considered for processing.***

**For Office Use Only**

**Ref. No.\_\_\_\_\_\_\_\_\_\_**

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| 1. **Full Name:** |
| 1. **Address:** |
| **3. Telephone No: Mobile:** |
| 1. **Email:** |
| 1. **Present position and where employed:** 2. **How did you hear about this post?** |

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| 1. **Qualifications** | | | |
| **Course/Programme and Institution** | **Years Attended**  **From To** | | **Qualification**  **Obtained** |
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***Candidates may be required to produce evidence of qualifications on appointment.***

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| **8. Details of Experience**  *Please list positions held, commencing with most recent employer* | | | | |
| **Dates From** | **Dates**  **To** | **Position** | **Employer** | **Responsibilities** |
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| **9. Outline briefly how you see your employment to date and other experience as relevant to this post.** |
| **10. Role and Function of the HR/IR and Employment Law Advisor**  A number of key competencies have been identified as being essential for the effective performance of the role and function of this post:   1. Experience and in-depth knowledge of HR/IR issues and Employment Law especially in the education context. 2. Excellent interpersonal and communication skills 3. Strong organisational/administrative skills and be highly motivated. 4. Ability to work on their own initiative and as part of the School Management Advisory Team. 5. In-depth knowledge of current school management structures, regulations, and relevant legislation. |
| **a) Experience and in-depth knowledge of HR/IR issues and Employment Law especially in the education context**  *Please outline below an example of how and where you have displayed this competency including a short statement of your understanding of what the HR function means in a school environment.* |
| **b) Excellent interpersonal and communication skills**  *Please outline below an example of how and where you have displayed these skills.* |
| **c) Strong organisational/administrative skills and be highly motivated.**  *Please outline below an example of how and where you have displayed these competencies.* |
| **d) Ability to work on their own initiative and as part of the School Management Advisory Team**  *Please outline below an example of how and where you have displayed this capacity.*   1. **In-depth knowledge of current school management structures, regulations, and relevant legislation.**   *Please outline below an example of how and where you have displayed this competency.* |
| **11. Are there any restrictions on your right to work in this country?**  Yes No    **If “Yes” give details** |
| **12. Please provide any other relevant information about yourself, your experience, and why you feel you would be suitable for the post of HR/IR and Employment Law Advisor with JMB/AMCSS.** |
| **13. Child Protection Declaration:**  **Since you may be required to visit schools, this vetting declaration is required. If this section is not completed, your application will not be considered for processing.**  Have you been investigated by the Gardaí, Health Board, or your employer in relation to substantiated complaints made concerning your treatment of children?    ***Place an X in the relevant* *box*** Yes No Before an appointment is made, the successful candidate will be subject to vetting. |

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| **14. References**  Please supply the names and contact details of two referees, at least one of whom must know you in a professional capacity and the other in a position to provide a character referencefor you**:** | | |
| **Name & Address** | **E-mail Address. & Tel. No.** | **What is/has been your relationship with this person?** |
| Professional Referee |  |  |
| **Character Referee** |  |  |

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| **15. Undertaking**  **I certify to the Secretariat of Secondary Schools that the information provided herewith is true and correct.**  Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_  An electronic signature is acceptable.  **N.B.**   * *Referees will only be contacted if you are short-listed for the position.* * *The JMB is an equal opportunities employer.* * *Shortlisting of Candidates may take place.* * *Candidates may be called for more than one interview.*   *Data Protection: All personal information provided on this application form will be stored securely by the JMB and will only be used for the purposes of the recruitment process. Application forms will be retained for a period of 12 months, and in the case of a successful candidate for the duration of his or her employment and a minimum of two years thereafter. This information will not be disclosed to any third party without your consent, except where necessary to comply with statutory requirements or to provide normal services. Internally, your information will be kept confidential and only made available as necessary. You may, at any time, make a request for access to the personal information held about you.* |