**PROFESSIONAL DEVELOPMENT SERVICE FOR TEACHERS (TECHNOLOGY IN EDUCATION)**

**Application form for the post of Webwise Digital Content Development Officer (fixed term)**

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| **Name of Applicant** |  |

**Notes for Applicants**

1. Completed application forms should be submitted as an e-mail attachment to recruitmenttie@pdst.ie only by **4p.m. on April 22nd** and one signed hard copy must also be submitted prior to interview to: Michelle Herron PDST, Technology In Education, The Invent Building, DCU, Glasnevin, Dublin 9
2. Late or incomplete applications will not be accepted.
3. Receipt of completed application forms will be acknowledged.
4. Only information submitted on the application form provided will be considered. CV’s will not be accepted.
5. If you have a disability which requires reasonable adjustments at the selection interview, or which needs to be taken into account when considering your application, please let us know.
6. Canvassing, either directly or indirectly, will disqualify.
7. Dublin West Education Centre is an equal opportunities employer.

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| **For Office Use Only** |  |
| **Date Received** |  |
| **Application Number** |  |

1. **Personal Details**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
|  |  |
| **Teaching Council Number - if applicable** |  |
| **Education Sector (per Teaching Council Registration) - if applicable** |  |
| **Telephone Numbers** |  |  |
| **E-Mail**  |  |
| **Driving Licence (please tick)** | **Full Licence**  | **Provisional Licence** |

1. **Current Employment Details**

|  |  |
| --- | --- |
| **Employer Name** |  |
| **Address** |  |
|  |  |
| **Telephone Number** |  |
| **Employment Status** |  |
| **Position** |  |
| **Number of years in this position** |  |
| **Commencement Date** |  |
| **Description of Main Responsibilities and Duties** |  |

**3A. Qualifications– Including Third Level, Post-graduate and other**

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| --- | --- | --- | --- | --- | --- |
| **Year(s)** | **Title** | **Major Subject(s)** | **Awarding Body** | **Grade Obtained** | **NFQ Level** |
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**3B. Ongoing Study – Please detail any education programmes in which you are currently engaged and estimated date of completion**

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**4. Association with professional groups/networks**

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| **Professional Group** | **Brief Details of Role** | **From-To** |
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1. **Employment History**

**5A. Please briefly note your employment history, previous to your current role, if applicable. *Note: please add more boxes, as necessary.***

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| --- | --- |
| **Employer Name** |  |
| **Dates to/from** |  |
| **Position** |  |
| **Description of main duties and responsibilities** |  |

|  |  |
| --- | --- |
| **Employer Name** |  |
| **Dates to/from** |  |
| **Position** |  |
| **Description of main duties and responsibilities** |  |
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|  |  |
| --- | --- |
| **Employer Name** |  |
| **Dates to/from** |  |
| **Position** |  |
| **Description of main duties and responsibilities** |  |

|  |  |
| --- | --- |
| **Employer Name** |   |
| **Dates to/from** |  |
| **Position** |  |
| **Description of main duties and responsibilities** |  |

**6A Competency in, and ability to work through the medium of the Irish language – please indicate by ticking a box, as appropriate**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Good** |  |  |  |  | ✔ |

**6B Outline any experience you may have working through the medium of the Irish language**

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**7. Competencies**

The following section asks you to provide an overview of how you meet the skills and experience required in relation to the criteria for this role in the Job Description. Candidates should refer to parts3 and 4 of the Job Description and demonstrate their ability to meet these requirements.

Please refer to your experience and provide **one** brief example of how your skills/abilities/experience will be applied to the post of Digital Content Development Officer.

*Please respond to each section using no more than 150 words.*

**7 A Outline any experience working with social media and content management systems, how do you think social media can help in the work of the Webwise initiative.**

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**7 B Outline your knowledge of issues related to young people’s use of the Internet**

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**7C Outline how you have demonstrated web authoring/writing, proof-reading and editing skills**

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**7D Outline your digital content skills and demonstrate how they might be useful in this role**

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**7E Outline how you have used digital channels to reach different audiences including teachers, parents and/or children**

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**7F Outline how you may have effectively used your communication skills, how are they relevant to this position?**

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**8. References – please provide details of two people from whom references may be obtained.**

**Contact Details – Referee 1**

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| --- | --- |
| **Referee’s Name** |  |
| **Position** |  |
| **Address** |  |
|  |  |
|  |  |
| **Telephone Numbers** |  |
| **E-Mail** |  |

**Contact Details – Referee 2**

|  |  |
| --- | --- |
| **Referee’s Name** |  |
| **Position** |  |
| **Address** |  |
|  |  |
|  |  |
| **Telephone Numbers** |  |
| **E-Mail** |  |

***PDST TIE/DWEC will assume permission to contact referees unless the applicant has stated otherwise.***

***PDST TIE / DWEC reserve the right to seek additional or alternative referees if deemed appropriate.***

***I hereby certify that all information provided on this application form is true and correct:***

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| --- | --- |
| **Signature of Applicant** |  |
| **Date** |  |