

**EMPLOYMENT APPLICATION FORM /
IARRATAS AR FHOSTAÍOCHT
Teaching Position / Post Múinteoireachta**

PLEASE TYPE IN BLACK INK ONLY. ALL SECTIONS MUST BE COMPLETED IN FULL.

CAITHFEAR GACH CUID DEN FHOIRIM A LÍONADH ISTEACH GO HIOMLÁN.

NB: JOB REFERENCE NO: UIMHIR THAGARTHA AN PHOIST: (NO SPACES) **This field is Mandatory**	PP3906	POSITION APPLIED FOR: AN POST AR A BHFUIL TÚ AG CUR ISTEACH:	Art
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SURNAME: SLOINNE:	McConway		
FIRST NAME(S): AINM(NEACHA):	Agnieszka		
HOME ADDRESS: SEOLADH BAILE:	Lislahelly, Drumcliffe, Co. Sligo		
CONTACT DETAILS: SONRAÍ TEAGBHÁLA:	WORK: OBAIR:	N/A	
	HOME: BAILE:	N/A	
	MOBILE: FÓN PÓCA:	0851267235	
	E-MAIL: RÍOMHPHOST:	agnieszkamcconway@gmail.com	

TEACHING COUNCIL REGISTRATION / CLÁRÚCHÁN AN CHOMHAIRLE MHÚINTEOIREACHTA				
ARE YOU CURRENTLY REGISTERED WITH THE TEACHING COUNCIL AN BHFUIL TÚ CLÁRAITHE LEIS AN GCOMHAIRLE MHÚINTEOIREACHTA		YES / TÁ	Yes	No / Níl
REGISTRATION NUMBER: UIMHIR CHLÁRAITHE:	213954		REGISTRATION DATE: DÁTA CLÁRÚCHÁIN:	02.08.2018
CATEGORY OF REGISTRATION : CATAGÓIR CLÁRÚCHÁIN:	FULL: IOMLÁN	Full	FURTHER EDUCATION ONLY BREISOIDEACHAS AMHÁIN:	N/A
CONDITIONAL CLÁRÚ FAOI CHOINNÍOLLACHA	N/A		IF CONDITIONAL, EXPIRY DATE: MÁ TÁ COINNÍOLLACHA ANN, DÁTA ÉAGA	
SUBJECTS REGISTERED TO TEACH: ÁBHAIR CLÁRAITHE LE MÚINEADH	Art (including crafts)			

GENERAL EDUCATION (POST PRIMARY) / OIDEACHAS GINEARÁLTA (IARBHUNOIDEACHAS)

NAME OF SCHOOLS ATTENDED: AINM NA SCOILE AR AR FHREASTAL TÚ:	FROM: Ó:	TO: GO:	EXAMINATIONS AND GRADES OBTAINED: SCRÚDUI THE AGUS NA GRÁDANNA A FUAIR TÚ:
Technical School, Lodz, Poland	10/2001	04/2004	Diploma in Technology of Clothing
Vocational School, Lodz, Poland	10/1998	06/2001	Diploma in Tailoring

THIRD LEVEL EDUCATION / OIDEACHAS TRIÚ LEIBHÉIL

PLEASE OUTLINE DETAILS IN CHRONOLOGICAL ORDER OF ALL FURTHER EDUCATION AND THIRD LEVEL ACADEMIC AWARDS /

CUIR SONRAÍ AN OIDEACHAIS IAR-ARDTEISTE AGUS NA CÉIMEANNA TRIÚ LEIBHÉIL IN ORD FÉILIRE, LED THOIL

NAME AND ADDRESS OF ACADEMIC INSTITUTION/ AWARDING BODY / AINM AGUS SEOLADH NA HINSTITIÚIDE ACADÚILE/CHOMHLACHT BHONNTA NA CÉIME	PERIOD OF STUDY / TRÉIMHSE STADÉIR		AWARD/QUALIFICATION OBTAINED (HONOURS DEGREE, ORDINARY DEGREE, CERTIFICATE, ETC.) / TEASTAS/CÁILÍOCHT A FUARTHAS (CÉIM LE HONÓRACHA, GNÁTH CHÉIM, TEASTAS & RL)	CLASS OF AWARD (I.E. 1 ST , 2.1, 2:2, PASS) / CAIGHDEÁN AN TEASTAIS (IE 1 ^U , 2.1, 2:2, PAS)	FINAL YEAR DEGREE SUBJECTS / ÁBHAIR SCRÚDAITHE NA CÉIME	SUBJECTS TAKEN IN YEAR 2, 3 AND 4 OF DEGREE COURSE / ÁBHAIR A TÓGADH I MBLIANTA 2, 3 AGUS 4 AN CHÚRSA CÉIME
	FROM: Ó:	TO: GO:				
Letterkenny Institute of Technology, Letterkenny, Donegal, Ireland	09/2013	06/2014	BA (Hons) in Visual Communication	2:1 Second Class Honours Upper Division	Visual Communication Digital Image Making Image in Motion Web Design Design Theory	N/A
Letterkenny Institute of Technology, Letterkenny, Donegal, Ireland	09/2009	06/2012	BA in Graphic Design	1 st First Class Honours	Visual Communication Typography Web Design Contemporary Design Theory Study Skills	Visual Communication Image Making Contemporary Design Theory Study Skills Typography Web Design

TEACHER TRAINING QUALIFICATIONS / CÁILÍOCHTAÍ MÚINTEOIREACHTA:

COURSE ATTENDED / CÚRSA A LEANADH	QUALIFICATION AWARDED / CÁILÍOCHT BRONNTA	HONS. / PASS ONÓR / PAS	YEAR OF AWARD / BLIAIN A BHONNTA	LENGTH OF COURSE / FAD AN CHÚRSA	AWARDING AUTHORITY / FORAS CÁILÍUCHÁIN
Professional Master in Education (Art & Design)	Master's Degree in Art and Design Education	2:1 Second Class Honours Upper Division	2018	2 Years	University College Dublin

ANY ADDITIONAL QUALIFICATIONS (NOT LISTED PREVIOUSLY) / AON CHÁILÍOCHTAÍ BREISE (NÁR LUADH CHEANA)

COURSE ATTENDED / CÚRSA A LEANADH	QUALIFICATION AWARDED / CÁILÍOCHT BRONNTA	YEAR OF AWARD / BLIAIN A BHONNTA	LENGTH OF COURSE / FAD AN CHÚRSA	AWARDING AUTHORITY / FORAS CÁILÍÚCHÁIN
Worldwise Global Schools	Teacher Capacity Award	2021	N/A	WorldWise Global Schools
Enjoy TEFL, Harrogate, England	TEFL Certificate	2016	8 months	TEFL
FETAC 6 in Child Psychology	FETAC 6 Certificate	2015	5 months	College of Management and IT
Child Protection Training	Child Protection Certificate	2014	1 day	National Youth Council of Ireland

IRISH LANGUAGE QUALIFICATIONS / CÁILÍOCHTAÍ IN GAELIGE

STATE QUALIFICATIONS HELD IN IRISH I.E. AN CEARD TEASTAS SA GHAELIGE, TEASTAS I DTEAGASC NA GAEILGE. TEASTAS GAEILGE MÚINTEOIRÍ IARBHUNOIDEACHAIS, OR OTHER RELEVANT QUALIFICATION. PLEASE SPECIFY DATE AND YEAR OF AWARD.

LUAIGH CÁILÍOCHTAÍ – AN CEARD TEASTAS SA GHAELIGE, TEASTAS I DTEAGASC NA GAEILGE. TEASTAS GAEILGE MÚINTEOIRÍ IARBHUNOIDEACHAIS NÓ CÁILÍOCHT ÁBHARTHA EILE. LUAIGH DÁTA AGUS BLIAIN A BHONNTA.

QUALIFICATION / CÁILÍOCHT	YEAR OF AWARD / BLIAIN A BHONNTA
N/A	

TEACHING EXPERIENCE / SEIRBHÍS MAR MHÚINTEOIR

EMPLOYER / SCHOOL / FOSTÓIR / SCOIL (NAME AND ADDRESS) (AINM AGUS SEOLADH)	FROM / Ó:	TO / GO:	NATURE OF EMPLOYMENT (PT, PRCT, TWT, PWT, ETC.) // STÁDAS NA FOSTAÍOCHTA	SUBJECTS TAUGHT / LEVEL / ÁBHAIR MHÚINTEOIREACHTA/LEI BHÉAL	TIMETABLED HOURS PER WEEK / UAIREANTA MÚINTEOIREACHTA SA TSEACHTAIN
Bremore Educate Together, Balbriggan, Co. Dublin	08/2020	05/2024	CID	Art, Craft and Design, Art History, SPHE, Ethical Education	22
Coláiste Chiaráin, Leixlip, Co. Kildare	11/2019	05/2020	Fixed Term, Maternity Cover	Art, Craft and Design, Art History, Vocational Preparation & Guidance, Social Education, Learning Support	22
Maynooth Post Primary School, Maynooth, Co. Kildare	10/2019	11/2019	Fixed Term, Sick Leave Cover	Art, Craft and Design, Art History	22
Balbriggan Community College (DEIS), Balbriggan, Co. Dublin	12/2018	05/2019	Fixed Term, Maternity	Art, Craft and Design, Art History, SPHE,	22

			Cover	CSPE	
Maynooth Post Primary School, Maynooth, Co. Kildare	11/2017	02/2018	PME Placement	Art, Craft and Design, Art History	10
Central Remedial Clinic, Clontarf, Dublin	09/2017	09/2017	PME Placement	Art	6
Pobalscoil Neasain, Baldoyle, Dublin	09/2016	05/2017	PME Placement	Art, Craft and Design, Art History, SPHE	10
Young Rembrandts, Vancouver BC, Canada	01/2015	01/2016	PT	Drawing	5
Spool of Thread, Vancouver BC, Canada	03/2015	12/2015	PT	Sewing	10

NON-TEACHING EXPERIENCE / SEIRBHÍS EILE NACH SEIRBHÍS MHÚINTEOIREACHTAÍ

EMPLOYER / FOSTÓIR (NAME AND ADDRESS) / (AINM AGUS SEOLADH)	FROM / Ó	TO / Go	NATURE OF EMPLOYMENT (P/TIME, PERMANENT, ETC.) / STÁDAS NA FOSTAÍOCHTA	POSITION HELD / Post	HOURS WORKED PER WEEK / UAIREANTA OIBRE SA TSEACHTAIN
Foroige, Castlebar, Co. Mayo	09/2014	12/2014	Volunteer	Leader	3

IN-CAREER DEVELOPMENT COURSES / CÚRSAÍ INSEIRBHÍSE FORBARTHA

PLEASE LIST IN-CAREER DEVELOPMENT COURSE(S) AND/OR EXTERNAL PROGRAMMES TAKEN AND CERTIFICATION OBTAINED.

LIOSTÁIL CÚRSA(I) INSEIRBHÍSE FORBARTHA AGUS/NÓ CLÁRACHA SEACHTRACHA A GLACADH AGUS AN TEASTAS A GNÓTHAÍODH.

TITLE OF COURSE/PROGRAMME / TEIDEAL AN CHÚRSA/CHLÁIR	DURATION / FAD	NAME OF COURSE/SEMINAR ORGANISERS AINM AN CHÚRSA/EAGRAITHE SEIMINEÁIR	NATURE OF AWARD CINEÁL CÁILÍOCHTA
2021 Art - SC New LC Art Specification Day 1	6 hours	PDST	CPD
2021-2022 Art - SC LC Art Specification Day 2	6 hours	PDST	CPD

OTHER INFORMATION WHICH YOU CONSIDER RELEVANT / AON EOLAS ÁBHARTHA EILE:

In my most recent post in Bremore Educate Together, I have worked with students from many cultural backgrounds and with a range of learning abilities. A number of pupils in my classrooms have been diagnosed with a range of Special Education Needs therefore a significant part of my scheme planning was designated to outlining variety of methodologies to make my Art lessons more inclusive.

While working in Bremore, I have attended a range of training courses in relation to teaching students with Autism, ADHD and various mental health issues. This gave me more confidence in my ability to create a nurturing learning environment that would help students to build their confidence and improve their ability to achieve their goals.

I have also experience of providing Learning Support Classes to a junior cycle student and creating props for the school musical which involved working with many different year groups and pupils with a range of abilities. The musical run over a number of weeks and students designed a range of large and small scale objects for the set's background as well as different elements of clothing for the performing cast. This event was a big success in the area as we organized for students to perform on a professional stage which was assembled in the school sports hall. The musical was attended by hundreds of parents and other schools which allowed students from different backgrounds to showcase their talents.

My interest in working with pupils from many backgrounds and of different learning needs goes back to the time when I was studying a Masters in Art and Design Education at NCAD. During this time, I have undertaken a 2-week work placement in the Central Remedial Clinic in Clontarf where I taught a range of Art projects to a group of senior cycle students with a variety of Special Needs. This experience had a significant impact on the way I have progressed in my role as a teacher and made me explore my ability to observe, listen to and engage with your students in a range of multisensory ways. I have completed a TEFL course which allowed me to learn about simple strategies to make multicultural classrooms more enjoyable.

I always try to make learning more immersive by organizing a range of extra-curricular activities for students to get an opportunity to better explore different Art processes and be able to get involved in community-based projects. I have organized projects such as mural painting for students with SEN, an Art Sale and Exhibition to raise money for Action Aid Ireland or an explorative video on the theme of poverty for a local family centre called Aster. I have also applied for different grants such as Creative Ireland or Creative Engagement and received funding. Having this money allowed me to invite a range of Artists from many disciplines to work with pupils from different year groups.

One of my biggest achievements while working as an Art teacher came in 2021 when I was selected from a range of Art teachers in the country for the Teacher Capacity Award from WorldWide Global Schools. This award recognizes Best Teacher Practice and efforts to incorporate a range of aspects of Development Education into the teaching practice.

I hope that my experience and passion for a students centered teaching approach would be an asset to your school. I would love to be considered for the position and I look forward to having an opportunity to meet you in person to discuss it in more detail.

Yours Sincerely,
Agnieszka McConway

ARE YOU IN RECEIPT OF A PENSION IN RESPECT OF PREVIOUS EMPLOYMENT IN THE EDUCATION SECTOR OR PUBLIC SERVICE?

AN BHFUIL TÚ AG FÁIL PINSEAN I LEITH FOSTAÍOCHTA SAN EARNÁIL OIDEACHAIS NÓ SA TSEIRBHÍS PHOIBLÍ?

YES / TÁ

NO / NÍL

No

IF YES, PLEASE GIVE DETAILS / MÁ TÁ, TABHAIR SONRAÍ:

N/A

ARE YOU ON A CAREER BREAK FROM A TEACHING POST OR OTHER PUBLIC SERVICE EMPLOYMENT?

AN BHFUIL TÚ AR SHOS GAIRME Ó PHOST MÚINTEOIREACHTA NÓ Ó AON FHOSTAÍOCHT SEIRBHÍSE PHOIBLÍ?

YES / TÁ

NO / NÍL

No

IF YES, PLEASE GIVE DETAILS / MÁ TÁ, TABHAIR SONRAÍ:

N/A

ARE THERE ANY RESTRICTIONS PLACED ON YOUR EMPLOYMENT IN IRELAND?

AN BHFUIL AON SRIANTA AR DO CHEART CHUN OIBRE IN ÉIRINN ?

YES / TÁ

NO / NÍL

No

IF YES, PLEASE GIVE DETAILS / MÁ TÁ, TABHAIR SONRAÍ:

N/A

PLEASE DETAIL ANY SPECIAL NEEDS OR REQUIREMENTS YOU MAY HAVE, AND HOW THESE CAN BE FACILITATED DURING THE RECRUITMENT PROCESS

SONRAÍ LE DO THOIL AON RIACHTANAIS SPEISIALTA NÓ CEANGLAIS IS FÉIDIR LEAT, AGUS CONAS IS FÉIDIR LIOM SEO A CHUR ISTEACH I NDÁIL LEIS AN bPRÓISEAS ATHCHÓIRIÚ

YES / TÁ

NO / NÍL

No

IF YES, PLEASE GIVE DETAILS / MÁ TÁ, TABHAIR SONRAÍ:

N/A

DO YOU HOLD AN UNENDORSED FULL CATEGORY B VALID DRIVING LICENCE WHICH ALLOWS YOU TO DRIVE IN IRELAND?

AN BHFUIL CEADÚNAS TIOMÁNA BAILÍ CATAGÓIR B IOMLÁN GAN CHEAD AGAT A LIGEANN DUIT TIOMÁINT IN ÉIRINN?

YES / TÁ

NO / NÍL

No

REFERENCES / MOLTÓIRÍ:

PLEASE GIVE DETAILS OF TWO PROFESSIONAL REFEREES TO WHOM YOU ARE WELL KNOWN BUT NOT RELATED, FROM WHOM M.S.L.E.T.B. CAN REQUEST REFERENCES ON YOUR BEHALF.

LED THOIL, SOLÁTHAIR AINMNEACHA BEIRT MHOLTÓIRÍ GAIRMIÚLA, A BHFUIL AITHNE AGU ORT ACH NACH BHFUIL GAOLTA LEAT AGUS A BHFÉADFAÍ TEISTIMÉIREACHTAÍ A IARRAIDH ORTHU AR DO SHON.

NAME / AINM:	Kathy Jones	NAME / AINM:	Oonagh Breslin
POSITION / POST:	Principal	POSITION / POST:	Art Teacher
ADDRESS / SEOLADH:	Bremore Educate Together	ADDRESS / SEOLADH:	Maynooth Post Primary School
TEL NO. (WORK) / FÓN OBAIR::	(01) 841 5897	TEL NO. (WORK) / FÓN OBAIR:	N/A
TEL NO. (MOBILE) / FÓN PÓCA:	N/A	TEL NO. (MOBILE) / FÓN PÓCA:	086 601 0852
E-MAIL ADDRESS / SEOLADH RÍOMHPHOIST::	principal@bremoreetss.com	E-MAIL ADDRESS / SEOLADH RÍOMHPHOIST:	o.breslin@mpps.ie

I CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT. I UNDERSTAND THAT SHOULD ANY OF THE INFORMATION PROVIDED IN THIS APPLICATION BE FOUND TO BE FALSE OR INACCURATE IN ANY MATERIAL WAY, THE BOARD RESERVES THE RIGHT TO WITHDRAW ANY OFFER OF EMPLOYMENT MADE.

DEARBHAÍMSE GO BHFUIL AN T-EOLAS ATÁ TUGTHA AGAM ANSEO FÍOR AGUS CRUINN. TUIGIM DÁ BHFAIGHFÍ EOLAS AR BITH ATÁ TUGTHA SAN IARRATAS SEO A BHEITH BRÉAGACH NÓ MÍ-CHRUINN GO BHFÉADFADH AN BORD AON TAIRISCINT AR FHOSTAÍOCHT A THARRAINGT SIAR.

SIGNATURE / SÍNIÚ Agnieszka McConway

DATE / DÁTA: 01.05.2025

N.B. ONLY APPLICATIONS CONTAINING THE SIX DIGIT REFERENCE NUMBER IN THE SUBJECT LINE OF THE EMAIL WILL BE ACCEPTED.

ON COMPLETING THE APPLICATION FORM, PLEASE COMPLETE THE FOLLOWING ESSENTIAL STEPS:

1. Save completed Application Form as a PDF document, using your name as File name (e.g. John Smith). Only Applications received in PDF format will be accepted.
2. Compose New E-mail to employment@msletb.ie
3. Insert Correct Reference Number in subject line of E-mail. Please only enter 6 digit reference number in subject line of email as it appears on advertisement (do not include spaces/dashes/additional words e.g. Reference)
4. Insert saved PDF Application Form as an attachment.
5. Send E-mail to employment@msletb.ie

N.B. Please attach only one application per email.

CLOSING DATE FOR RECEIPT OF COMPLETED APPLICATION FORMS IS NOT LATER THAN **12.00 NOON ON FRIDAY, 2ND MAY, 2025.**

DÁTA DEIRIDH D'IARRATAIS CHOMHLÁNAITHE A BHEITH FAIGHTE NÁ **12.00 meán lae Dé hAoine 2^ú Bealtaine 2025**

**DATA PROTECTION STATEMENT**

By applying for any position, working or volunteering with, or otherwise taking up any position within Mayo, Sligo and Leitrim Education and Training Board (MSLETB), you acknowledge that your personal data (including special category personal data) shall be processed by MSLETB. 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.msletb.ie.

FORM OF CONSENT

I, Agnieszka McConway of __Lislahelly, Drumcliffe, Co. Sligo_____

hereby confirm my consent to the Chief Executive or delegated Officer of Mayo, Sligo and Leitrim Education and Training Board to make such enquiries as it considers necessary to a Health Board and/or Garda Authority in order to satisfy its requirements that my employment poses no threat to its pupils or staff and I consent to the giving of responses by any relevant Health Board and/or Garda Authority to the Chief Executive or delegated Officer of Mayo, Sligo and Leitrim Education and Training Board.

Signed:



Date: 01.05.2025

Confidential – Personal Disclosure

Form

Have you ever been convicted of a criminal offence or been given a caution? Yes ☐ No ☒

If YES, please detail below the nature and date(s) of the offence(s):

N/A

FULL NAME (Block Capitals)

AGNIESZKA MCCONWAY

ADDRESS (Block Capitals)

LISLAHELLY, DRUMCLIFFE, CO.SLIGO

PLACE OF BIRTH

GLOWNO, POLAND

Please specify any other name that you are or were previously known by:

N/A

Previous Address to above

49 BARONS HALL GROVE, BALBRIGGAN, CO. DUBLIN

I confirm that nothing within my personal or professional background deems me unsuitable for employment with Mayo, Sligo and Leitrim Education and Training Board.

I declare that the above information is true and agree that I will abide and accept the terms and conditions of employment should I be successful in my application for a position

Signature of Applicant:

Agneszka McConway

Date: 01.05.2025

The H.R. Section will treat all the information including personal data which you give as confidential, subject to Mayo, Sligo and Leitrim E.T.B.'s responsibilities under the Data Protection Acts. False declaration could lead to Non Employment or Dismissal

Declaration

Before signing this form, please ensure that you have replied fully to all questions asked. Offers of employment are subject to verification of candidates' eligibility for the position applied for.

- 1. I certify that all particulars in this application are true and correct, to the best of my knowledge and belief.**
- 2. I am aware that any canvassing, by me, or on my behalf, will disqualify me from the position I am seeking and that any employment offered to me is dependent upon the information given herein being correct.**
- 3. I am aware that false or misleading information or deliberate omissions may result in disqualification or the withdrawal of any offer of employment.**

Signature of Applicant:

Agneszka McConway

Date: 01.05.2025

MAYO, SLIGO and LEITRIM EDUCATION and TRAINING BOARD

INFORMATION LEAFLET TO APPLICANTS FOR VACANT POSITIONS

Mayo, Sligo and Leitrim Education and Training Board owes a duty of care to its pupils and has a duty to satisfy itself that no person employed by the Committee poses a threat to pupils or staff. The Education and Training Board must therefore make certain enquiries of all applicants for employment in a School / Centre and these enquiries will include both:

1. Questions to each applicant at interview (see below) and
2. Enquiries with previous employers, Health Boards and/or Gardai.

The questions which you will be asked at interview may include the following:

- Where have you been residing during the previous five years?
- Were you ever the subject of an enquiry by a Health Board concerning a child welfare matter?
- Were you ever the subject of a Garda criminal investigation arising from a complaint of child abuse.
- Were you the subject of any allegation of criminal conduct or wrongdoing towards a minor.
- Are you aware of any material circumstance in respect of your own conduct which touched/touches on the welfare of a minor.

In respect of the Education and Training Board's enquiries with third parties, a Consent Form is appended, confirming your consent to the making of such enquiries and the giving of responses by any relevant Health Boards and/or the Garda Authorities.

Please note that it is a fundamental term of your employment that you make appropriate full disclosure in respect of the questions outlined above, and a fundamental term will be included in any future contract of employment to this effect. You should also note that if the Education and Training Board is satisfied, in the future, that you have made incomplete or inaccurate disclosure, you may face disciplinary action, up to and including dismissal.

The Education and Training Board undertakes that all responses furnished by you in respect of the above questions, will be treated as confidential, subject to any reporting obligations which may be imposed on the Education and Training Board, pursuant to "Children First" published by the Department of Health and Children, or pursuant to any legal obligation imposed on the Education and Training Board to facilitate the effective investigation of crime.

**etb**

Bord Oideachais agus Oiliúna
Mhaigh Eo, Shligigh agus Liatroma
Mayo, Sligo and Leitrim
Education and Training Board

PRIVACY NOTICE

**for Employees, Volunteers, Board Members,
Committee members, etc.**

By applying for any position, working or volunteering with, or otherwise taking up any position within the ETB, you acknowledge that your personal data (including special category personal data) shall be processed by Mayo, Sligo and Leitrim ETB.

This Privacy Notice 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.mayosligoleitrim.etb.ie/policies-procedures.

1. We are Mayo, Sligo and Leitrim Education and Training Board (MSLETB). Our address and contact details are Mayo, Sligo and Leitrim ETB, Head Office, Newtown, Castlebar, Co Mayo, F23 DV78, Telephone 094 9024188.

We provide secondary level education, second chance education; further education and training including apprenticeships; youth work services, community-based education programmes; outdoor education; outreach programmes, specialist programmes, e.g. through Music Generation, School Completion Programmes and other programmes / courses as maybe delivered / funded / sponsored in whole or part or in co-operation with other bodies / agencies, etc. For further information, see section 1 of our Data Protection Policy available at www.mayosligoleitrim.etb.ie/policies-procedures.

2. We collect and use your personal data. The personal data we collect includes your name; date of birth; address; contact details; CV and qualifications; vetting outcome; Teaching Council registration; registration with any other professional/accrediting body; PPS number; financial data; images (staff cards, CCTV); medical, health and occupational health data; immigration / work-visa information; information relating to recruitment, promotions, and appointments processes; other IR / HR processes; pensions details, etc.

We use personal data for purposes including: running an efficient service; complying with our obligations as an employer; for recruitment and appointments; allocating resources to our education centres; monitoring the effectiveness of our equal opportunities policies; to discharge our duties to other staff and students; complying with our statutory reporting obligations to Government bodies and EU funding bodies; resolving disputes and defending litigation, etc.

The information we collect about you depends on various factors, e.g. we will hold differing levels of information about a job applicant as compared with a long-standing employee. Certain personal data is collected and aggregated for use on an anonymised basis, e.g. to monitor our compliance with equal opportunities and non-discrimination policies.

For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please go to section 2 of our Data Protection Policy available at www.mayosligoleitrim.etb.ie/policies-procedures.

3. We share your personal data with third parties, including other Government bodies. Depending upon the nature of your role within the ETB, this may include data-sharing with bodies including the Department of Education and Skills, Revenue Commissioners, Department of Social Protection, Comptroller & Auditor General, Tusla, An Garda Síochána, HSE, the Teaching Council or any other regulatory body to which you belong, your Trade Union (for IR /HR issues), occupational health advisors, our insurance company (Irish Public Bodies), banks / financial institutions (to pay wages), pension administrators and pension trustees, future employers (for references, etc.), other service providers (including IT providers, security providers, legal advisors), etc.

The Government bodies to which we transfer your personal data will use it for their own purposes (including: to verify other information they already hold about you, for fraud prevention measures, etc.) and may aggregate it with other information they already hold about you.

For further information on who we share your data with, when and in what circumstances, and why, please see section 3 of our Data Protection Policy available at www.mayosligoleitrim.etb.ie/policies-procedures.

4. We do not transfer your personal data to a third country or international organisation. Certain companies who process personal data on behalf of MSLETB may transfer personal data for processing outside the EU, however this will only be done with the agreement of MSLETB and with the assurance that appropriate safeguarding measures are in place to protect the data.
5. We do not engage in automated decision making / profiling.
6. Some personal data is only kept for a short period (e.g. we will destroy at the end of an academic year because it is no longer needed). Some data we retain for a longer period (e.g. we retain even after you leave our employment). For further information on the retention periods, please go to section 6 of our Data Protection Policy available at www.mayosligoleitrim.etb.ie/policies-procedures.
7. You have the following statutory rights, that can be exercised at any time:
 - (a) Right to complain to supervisory authority.
 - (b) Right of access.
 - (c) Right to rectification.
 - (d) Right to be forgotten.
 - (e) Right to restrict processing.
 - (f) Right to data portability.
 - (g) Right to object and automated decision making/ profiling.
8. For further information, please see section (7) of our Data Protection Policy available at www.mayosligoleitrim.etb.ie/policies-procedures or alternatively contact our Data Protection Officer.
9. The Data Protection Officer can be contacted on 094 9024188. If you have any queries, please consult our Data Protection Policy (available at www.msletb.ie) or contact our DPO.