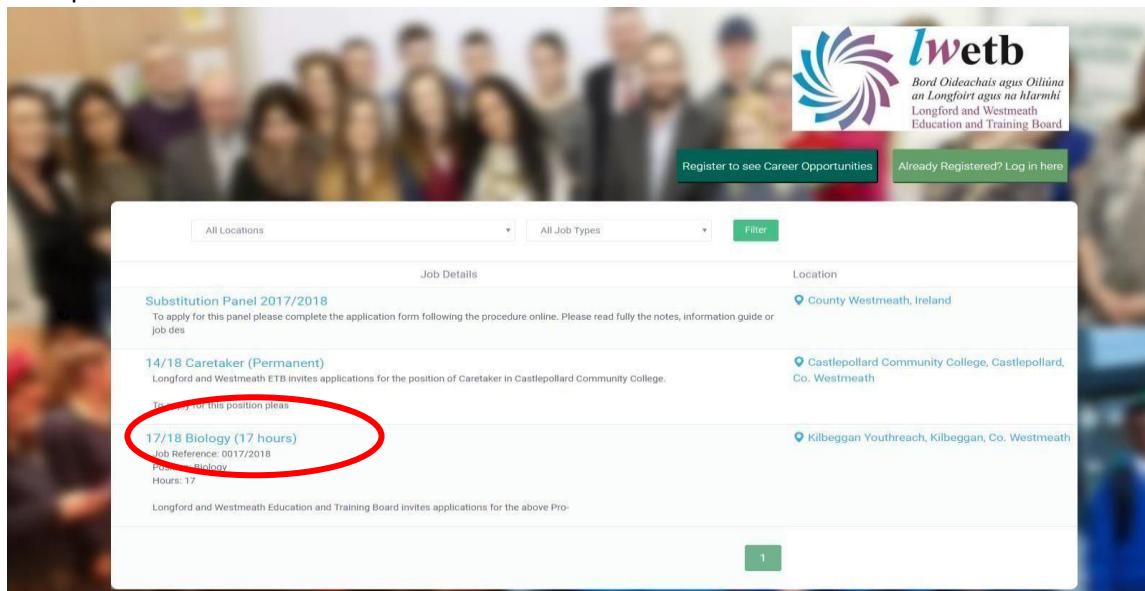



## etbvacancies user guide for potential candidates

Proceed to the following url: <https://etbvacancies.thehirelab.com/etb> and click on the LWETB logo to see our current vacancies. In order to apply for a position, you must first register by clicking on the name of the position to which you wish to apply. Please see the example below.



You will then be brought to a Job Summary page. At the bottom of this page you will see two options for logging into the system. Please choose the one appropriate to you. If you have never registered with [www.etbvacancies.ie](http://www.etbvacancies.ie) before you will need to enter via the “join our talent pool”, creating a password and submit your application online. If you have registered with LWETB’s etbvacancies portal before you can enter via “already a member” and submit your application online. Once logged in please follow the instructions to complete.

### Job Summary


 **Already a member of our Talent Pool?**  
Login here to Apply

Email address

Enter password

Login

[Forgot password?](#)

 **Join our Talent Pool + submit your application**

Email address

Create password

Re-enter password

☐ I agree to the [Terms of use](#)

Apply Now

When successfully logged in, a Privacy Notice will appear, and once read you must click ‘Agree’ to proceed with your registration or ‘Cancel’ to leave the site:-

The image shows a web form titled 'PERSONAL' with the instruction 'Please insert your personal data'. The form includes fields for Name, Surname, Email, Contact Number (Mobile and Home), and Alternative Phone Number. A privacy policy overlay is visible in the center, detailing data collection and processing. The overlay text includes:

3. We share your personal data with third parties, including other Government bodies. Depending upon the nature of your role within LWETB, 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 IRHR 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 our Data Protection Policy available here.

4. We do not transfer your personal data to a third country outside the EEA.

5. We do not engage in Automated Decision Making/Profiling.

6. Some personal data is only kept for a short period (e.g. if you are an unsuccessful applicant for a job with us. Some data we retain for a longer period (e.g. your personal file, if you are employed by us). Further on retention periods is available on request at the contact details below.

7. You have the following rights under Data Protection law, that can be exercised at any time:

- Right to complain to supervisory authority;
- Right of access;
- Right to rectification;
- Right to be forgotten;
- Right to restrict processing.

For further information, please contact the person who is responsible for Data Protection in LWETB:

David McDaniel  
LWETB  
Marlinsdown Office Park  
Mullingar  
Co. Wicklow  
044 9394015  
dp@lwetb.ie

☐ Accept and agree all privacy Policy Terms and Condition

Buttons: Accept, Cancel

On clicking 'Agree' you will be brought to your Dashboard and here you will begin to build your profile which will be used to apply for any upcoming vacancies and the online application form for the specific position. **Please note that your profile must be 86% complete before you can apply for a position.** Profile completion can be monitored at the bottom of your dashboard:-

The image shows the user dashboard. On the left sidebar, 'My Profile' is highlighted with a red circle and shows a progress bar at 86%. The main content area shows the 'PERSONAL' data entry form, which is partially filled out. The form includes fields for Name, Surname, Email, Contact Number (Mobile and Home), and Alternative Phone Number. The 'Are you legally permitted to work in the EU?' section has 'Yes' selected. The 'Personal Statement' section is at the bottom.

### Some points to note:

- It is advisable to use Google Chrome when using [www.etbvacancies.ie](http://www.etbvacancies.ie)
- In the case of answering the competency questions we recommend that you create your answers in a Word document or equivalent first and then transfer your answers to [www.etbvacancies.ie](http://www.etbvacancies.ie). This will allow you to amend as appropriate and avoid losing information during the application process.

- The system times out after 2 hours. It is recommended that you save your information regularly in the event of any unforeseen issues.
- Please ensure that all fields are complete, with the required information, before submitting. It is the responsibility of the candidate to ensure that their application is complete. Incomplete applications cannot be considered.
- Please fill in all details requested, you will not be permitted to apply any post until your profile is completed fully.
- Please note by submitting online an automatic message will be issued to your Etbvacancies account to confirm receipt of your application. This should not be taken as confirmation that the submission is a valid application. If you do not receive a confirmation message via your portal within two days, please email [recruitment@lwetb.ie](mailto:recruitment@lwetb.ie).
- Please note that candidates are advised to apply to this role well in advance of the closing date and time to ensure their application is received before the closing date and time.

### **Tips for completing the form accurately:**

#### **Teaching experience/Employment record:**

Please ensure that you give all your employment details from the start of your career to date (most recent first). If you have taken any Career Breaks etc please give details in the any other information section near the end of the application process.

#### **Education:**

Please give as much details as possible in this section starting with your most recent qualification first.

In the fields "Specialise in" please insert all modules studied e.g. if it is a Bachelor of Arts you can insert, English, Sociology, Politics in the specialise in field.

#### **Other Accredited/Non-accredited Third Level Professional Development Skills Training or Courses Attended:**

In this section you can fill in any other qualifications that you have completed that were completed in or in association with a third level institution e.g. a CPD course (Starting with your most recent first).

#### **Courses and other training:**

In this section you can insert any other training e.g. first aid course, Data protection training etc. ran by an employer.

#### **Personal Declaration**

If you have current Garda Vetting, please insert the reference number in the dropdown box that appear when you click on yes.

Please ensure you tick I agree in order to progress to the next stage of your application.

If you have any queries in relation to completing the application process, please contact a member of the Recruitment team on 044 9348389.

Once all fields are complete you can click on 'Save as Draft' to return to your profile at a later time and

Primary Schools published by the Department of Education and Skills or pursuant to any legal obligation imposed on the school to facilitate the effective investigation of crime.

In the event of your being recommended for appointment to this position Longford and Westmeath Education and Training Board is obliged to comply with the terms of current Department of Education and Skills Circular Letters. Longford and Westmeath Education and Training Board's policy is that all newly appointed principals, deputy principals, teachers and support staff will be vetted via An Garda Síochána and that the outcome of the vetting will be considered in the light of the ETB's vetting policy.

Have you been investigated by the Gardai, HSE or your employer in relation to substantiated complaints made concerning your treatment of children or vulnerable adults? \*

YES NO

Are you aware of any material circumstances in respect of your own conduct in relation to the welfare of a minor? \*

YES NO

Were you the subject of any allegation of criminal conduct or wrongdoing towards a minor? \*

YES NO

Have you current Garda Vetting from the National Vetting Bureau? \*

YES NO

I declare that the particulars given are correct, in every respect. I understand and accept that LWETB reserves the right to verify any element(s) of particulars furnished for this application form and that the furnishing by me of any incorrect or inaccurate particulars will render me liable to disqualification from the application process/appointment. \*

☒ I agree

Save as draft Preview your profile & Application

© 2018

make

changes or you can 'Preview your profile and Application'

When you click on 'Preview your profile and Application' you will be brought to a screen where you can review all information before submission. When you are happy to proceed you can click on the 'Submit' button at the top of the page. By clicking this button, you are submitting your profile and application to the specific position.

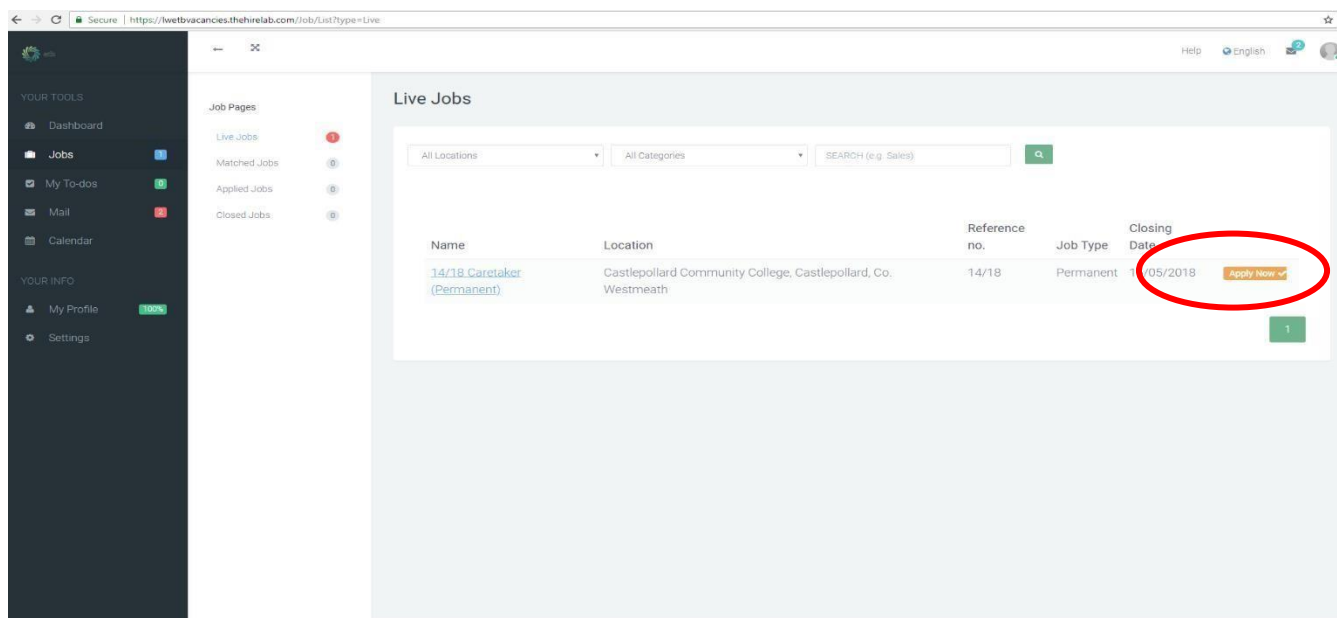
### When applying for future vacancies:

If applying again, for future positions with etbvacancies.ie, you can log in, use your prepopulated profile and use the quick apply now function. To do this, you will need to complete the following process. Please log in, click dashboard and a list of our live jobs will appear. Please see picture below.

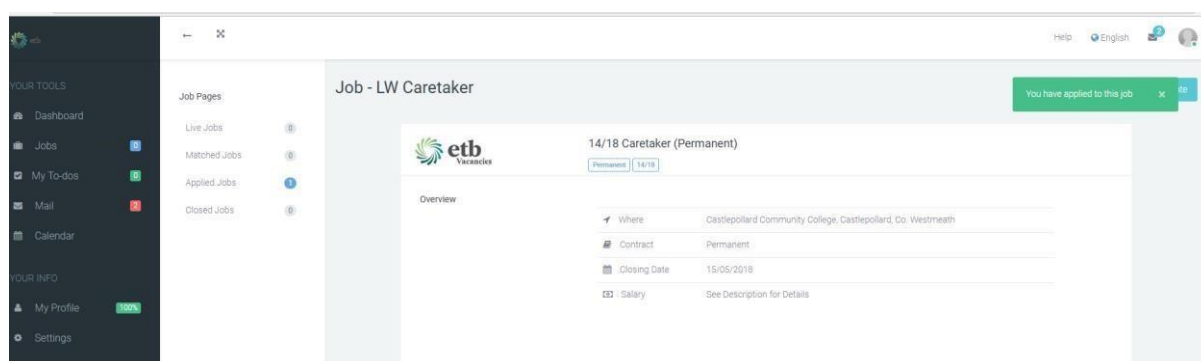
Live Jobs View All

25/19 Special Needs Assistant (2 posts)	(closing 24/06/2019 - 11 Day(s))
Company: Longford Westmeath Hiring Organisation in Ardscoil Padraig, Churchquarter, Granard, County Longford, Ireland	
26/19 Special Needs Assistant (1 post)	(closing 24/06/2019 - 11 Day(s))
Company: Longford Westmeath Hiring Organisation in Castlepollard Community College, Castlepollard, County Westmeath, Ireland	
27/19 Special Needs Assistant (2.5 posts)	(closing 24/06/2019 - 11 Day(s))
Company: Longford Westmeath Hiring Organisation in Columba College, Killucan, County Westmeath, Ireland	
28/19 Special Needs Assistant (1 post)	(closing 24/06/2019 - 11 Day(s))
Company: Longford Westmeath Hiring Organisation in Mullingar Community College, Millmount Road, Mullingar, County Westmeath, Ireland	
29/19 Special Needs Assistant (3 posts)	(closing 24/06/2019 - 11 Day(s))
Company: Longford Westmeath Hiring Organisation in Templemichael College, Templemichael Glebe, Longford, Ireland	

If you wish to apply for a position in the live jobs box, click on the 'Apply now' button on the right hand side of the relevant position.



You should then see a small message appear on the top right hand corner indicating that you have applied.



Some positions may be subject to a shortlisting process, depending on the amount of applicants. It is important that you monitor your mail on [www.ebvacancies.ie](http://www.ebvacancies.ie) as this is where all future correspondence will be communicated regarding your application. When logging on to check your messages please make sure you log in through the LWETB logo to bring you to your LWETB portal.

You also have the option to download your profile as a pdf, which enables you to read over the information you provided and change it if necessary. Please follow the steps below:

- Upon logging in you will see a black sidebar on the left hand side of your page titled "Your Tools"
- Click on "Jobs" and then into applied jobs which will be displayed in a white sidebar titled "Jobs Pages"
- Under the applied jobs you will see a yellow "download profile button" which will allow you to review your application.

If you have any queries regarding the application process you can contact [recruitment@lwetb.ie](mailto:recruitment@lwetb.ie)



