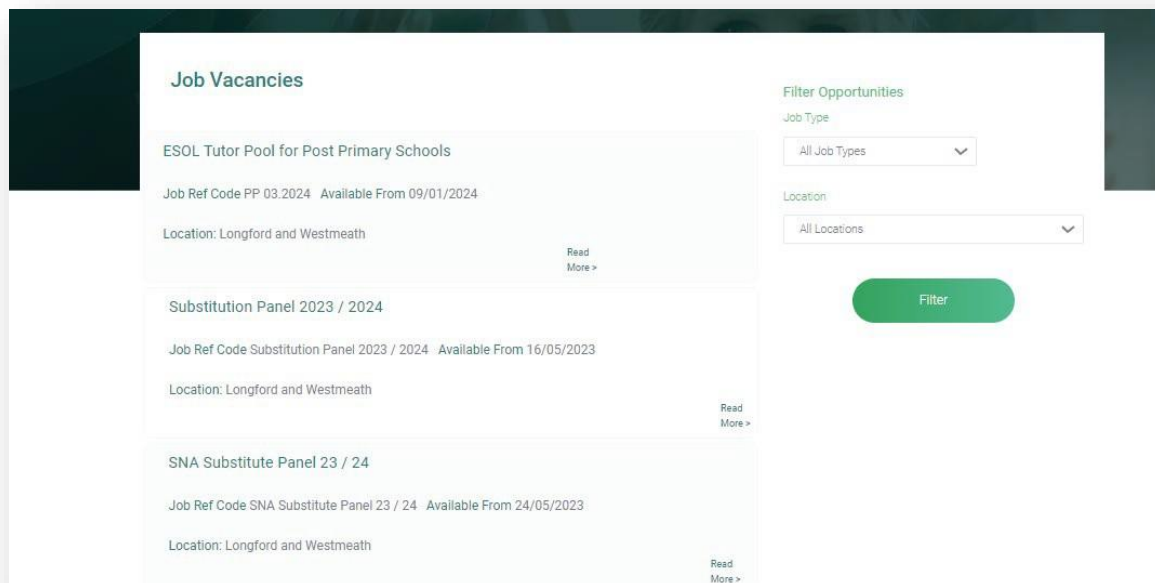


Etbvacancies User Guide For Potential Candidates



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





3. You will taken 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.
4. If you have **never registered** with LWETB's etbvacancies portal before you will need to enter via '**Join our Careers portal + submit your application**'; Enter an email address and create a password.

If **you have registered** with LWETB's etbvacancies portal before, you can enter via '**Already**

Registered? Log in here'.



 Already Registered? Log in here	 Join our Careers Portal + submit your application
<p>Please note that even if you are already registered for “CDETБ and/or DDLETB/KWETB and/or GRETB”, you will have to create a new profile for LWETB.</p>	<input type="text" value="Email Address"/>
<input type="text" value="Email Address"/>	<input type="text" value="Create Password"/>
<input type="text" value="Password"/>	<input type="text" value="Re-enter password"/>
<input type="button" value="Login here"/>	<input type="button" value="Apply Now"/>
Forgot Password?	

- If you are a new user, you will see the below screen. Please note, once you read the Privacy Policy, you must tick 'Accept and agree all privacy Policy Terms and Conditions' and choose 'Accept' to proceed with your registration or 'Cancel' to leave the site.

our compliance with equal opportunities and non-discrimination policies.

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 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.

4. We will keep your data safe and secure and only for as long as is necessary, after which time it will be securely deleted/destroyed.

5. You have several rights under data protection law when it comes to the way we handle your data, including: the right to request a full copy of all of your data; the right to ask questions about the way we handle your data and to object if you don't think we are doing it properly.

For further information on any of the above, please see our Data Protection Policy [here](#) or contact the Data Protection Office at dp@lwetb.ie

☐ Accept and agree all privacy Policy Terms and Conditions

- On clicking 'Accept' 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.**


Step 1 of 2
Welcome to our Careers Hub

To help us to shortlist anonymously, please remove any personal details such as your name or age from your CV. We'll contact you via the details you provided when you registered

Complete and submit your profile, then simply apply for the roles that interest you.

All Applications will be treated with the strictest confidence
*Mandatory

PERSONAL
Please insert your personal data



(Optional)

Name *

Surname *

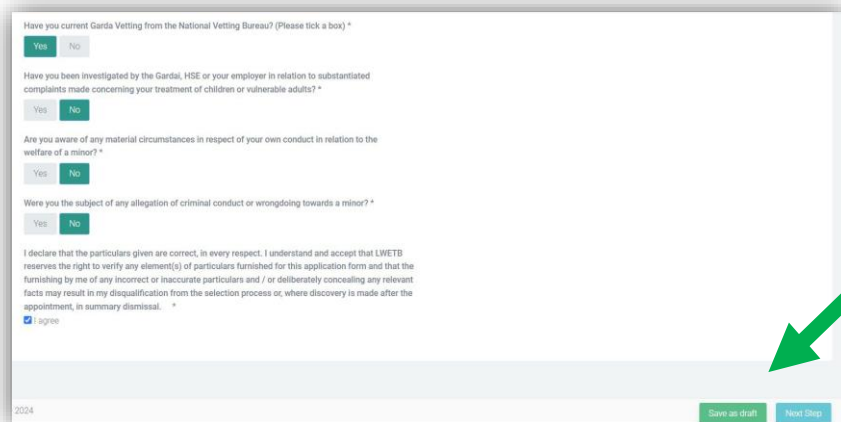
Email *

Alternate Email

Contact Number *

Alternative Phone Number

7. Please work your way through the application, ensuring all sections are complete. Please note sections marked with an asterix * must contain some information. The system will not let you proceed with submitting your application if these sections are not completed. Should you have no information to input, please insert the text 'not applicable'.
8. At the bottom of the application, you must tick **'I agree'**
9. Please choose **'Save as draft'** and click **Next Step**
10. You should then be able to review your application and submit.



Have you current Garda Vetting from the National Vetting Bureau? (Please tick a box) *

☒ Yes ☐ No

Have you been investigated by the Gardaí, 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

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 and / or deliberately concealing any relevant facts may result in my disqualification from the selection process or, where discovery is made after the appointment, in summary dismissal. *

☒ I agree

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To apply 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.

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 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.

DOWNLOADING YOUR APPLICATION: (Please follow the steps below)

- Upon logging in you will see a black sidebar on the left-hand side of your page titled "YourTools"
- 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 list of any positions, to which you have applied, please scroll to the right and you will see an option to **"download profile"** for the relevant position
- Please choose the **'Download Profile'** option. This will allow you to view your application.
- If you have any queries regarding the application process you can contact recruitment@lwetb.ie



Some important points to note:

- It is advisable to use Google Chrome when using 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. This will allow you to amend as appropriate and avoid losing information during the application process.
- The system times out after a certain length of time and it is therefore highly 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.
- Please note that all sections with an asterix * are mandatory and must contain an answer in order to submit your application.
- It is the responsibility of the candidate to ensure that their application is fully complete. Incomplete applications cannot be considered.
- 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
- 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 appears and upload.

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.