**APPLICATION FORM – ACADEMIC**

**INSTITUTE OF TECHNOLOGY CARLOW**

Guidelines on completing and returning the Application Form

Thank you for your interest in working in the Institute. Your application **must be typed on the Institute’s application form**. If you do not use this application form your application will not be considered.

The information submitted on this form will be used to assess your suitability for the position and consequently it is important that it is completed as comprehensively and accurately as possible. All relevant information must be captured on this application form. Please do not attach your Curriculum Vitae or other information to the application form. **Please read the following guidance notes and note that failure to follow these guidelines could mean your application will not be considered.**

1. **Position applied for**

Please detail the specific position, or positions you are applying for, including the Reference Number. (Eg: Assistant Lecturer in Business **Ref: 100/20**). If this is not specified, or does not reflect the wording contained in the job advertisement your application may be overlooked.

**2. Academic History/Equivalencies/Other Training**

Please detail the specific qualifications you have as per the examples given. Check that you meet the qualification requirements stated for the position and make sure you have highlighted how you meet these criteria. **If you are unsure as to the status of your qualifications please consult the NARIC Ireland website** [**http://www.qqi.ie**](http://www.qqi.ie) **where you will find advice on the Academic Recognition of Foreign Qualifications and where they sit on the Irish Qualification Framework.**

1. **3. Employment History**

Please detail your work experience to date, highlighting where you feel you have gained skills and experience which is particularly relevant to the position you have applied for. Give specific dates when you started and finished your periods of employment. Please also account for any breaks in your employment record.

**4. Shortlisting**

In addition to the advertised essential and desirable criteria it may be necessary to introduce further short listing criteria for a competition. Should this be required applicants will be shortlisted on the basis of qualifications and/or relevant experience based on the details given in the application form.

1. **5. Closing Date**

The form must be returned to this office on or before the published closing date. Late applications will not be considered.

1. **6. Delivery of application forms**

You may deliver your application form in the following ways:-

* Email to [humanresources@itcarlow.ie](mailto:humanresources@itcarlow.ie) . When you send your application by email we will ask you to sign the application form if and when you are called to interview.
  + Completed application forms sent to any other email addresses will not be included in the recruitment process.
* Post to: Recruitment, Human Resources, Institute of Technology Carlow, Kilkenny Road, Carlow

**7. Objective of the Initiative**

The Senior Academic Leadership Initiative aims to help achieve equality of outcome in the higher education sector. New and additional senior academic leadership posts will be funded in areas:

* where there is clear evidence of significant gender underrepresentation.
* where this appointment will have significant impact within the HEI and the relevant faculty/department/functional unit.
* where they would be a proportionate and effective means to achieve accelerated and sustainable change within an institution.

There will be a total of 45 senior academic leadership initiative posts provided across sectors (e.g. university and institute of technology) over three cycles of awards. These posts will be new and additional to the sector, i.e. they are in addition to the existing Employment Control Framework (ECF), and they will be funded through new and additional funding provided specifically to help address the significant gender imbalance among academic staff at senior levels.

**8. Applicant Eligibility**

Only applicants who are suitably qualified will be appointed. If applicants do not meet the normal competition rules for appointment at Senior Lecturer III level, then appointments will not be made. This is a dedicated Call under the Senior Academic Leadership Initiative, and is an open competition for which both internal and external candidates will be eligible.

In line with the objectives of the HEA SALI Call 2019, applications from highly qualified female candidates will be prioritised within the boundary of what is legally permissible, in order to address their underrepresentation.  However, preferential consideration of female candidates is excluded if other reasons worthy of legal protection prevail.

In exceptional circumstances, applications from candidates who are in a minority or protected under Irish social legislation, or who also belong to an underrepresented minority in academic posts may be considered where they clearly articulate in a separate eligibility statement, as part of their application, reasons worthy of legal protection as to why they should be considered.

# APPLICANT STATEMENT

‘Please provide a statement clearly outlining how you meet the criteria of this particular post in relation to the stated objectives of the Senior Academic Leadership Initiative or detail any exceptional circumstances as to why you should be considered for this post (Max 300 words).  **The statement provided will form part of the initial eligibility screening process for this particular post. (max 300 words) (See Guidelines Note 7 above)**

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**Institute of Technology Carlow**

**APPLICATION FORM (Academic)**

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| **POSITION APPLIED FOR:** | **REF NO:** |
| **Director of Engineering Research & Innovation** | **Ref: 010/20** |

# PERSONAL DETAILS

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| **Title:** | **First Name:** |  | **Surname:** | |
| **Address:** | |  | **Tel. No (Home):** | |
|  | |  | **Tel. No (Work):** | |
|  | |  | **Tel. No (Mobile):** | |
|  | |  | **Email Address:** | |
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| Have you an EU Passport or work permit to work in the Republic of Ireland? **Yes □ No □**  If **NO** please give details: | | | | Where did you see the post advertised? |

# ACADEMIC HISTORY (See Guidelines Note 2 above)

## Third Level

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Title of Qualification** | **Level of Award on Irish National Framework of Qualifications (NFQ)** | **Results**  **(Grade and Class)** | **Specialisation** | **University/College/Institution Attended** | **From** | **To** | **Date Conferred**  **(mm/yy)** |
| *Eg: PhD, Masters, Hons Deg, HDip, Postgrad Dip* | *Eg:*  *Level 7, 8, 9, 10* | *Eg:*  *1:1, 2:1, 2:2, 3, Pass* | *Eg: Accountancy,*  *Maths* | *Eg: Institute of Technology Carlow* | *Eg: Sept 2009* | *Eg: May 2013* | *Eg: 11/2013* |
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***Note: Original Parchments of all qualifications must be supplied to the Institute when requested during the recruitment process for an application to proceed.***

## Equivalences (including Professional Memberships):

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| **List of Equivalences**  *Eg: Chartered Engineer*  *Eg: Accountancy King’s Inn* | **NFQ Level**  *Eg: Level 8*  *Eg: Level 9* |
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***Note: If you are unsure of the equivalent status of your qualifications, please refer to the NARIC Ireland: Advice on the academic recognition of foreign qualifications -*** [***http://www.qqi.ie***](http://www.qqi.ie)

***Note: Include qualifications other than those already listed in Part a. Please confirm the equivalency on the Irish National Framework of Qualifications.***

## Other Professional Memberships, Qualifications or Training (not listed above)

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# EMPLOYMENT HISTORY

## Current or Most Recent Position

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| **EMPLOYER** | **NATURE OF BUSINESS** | **START**  **DATE** | **END**  **DATE** | **POSITION** | **PERMANENT, TEMPORARY**  **OR PART-TIME** |
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| **SALARY** | **NUMBER OF POINTS ON SCALE (if relevant):** | **CURRENT POINT ON SCALE** |
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### Description of Duties and Responsibilities

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## Previous Position

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| **EMPLOYER** | **NATURE OF BUSINESS** | **START**  **DATE** | **END**  **DATE** | **POSITION** | **PERMANENT, TEMPORARY**  **OR PART-TIME** |
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### Description of Duties and Responsibilities

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## Previous Employments (Other than outlined above)

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| **EMPLOYER** | **START DATE** | **END**  **DATE** | **POSITION HELD** | **REASON FOR LEAVING** |
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***Note: Please account for any breaks in your employment record***

# ADDITONAL INFORMATION

## RESEARCH

### Please provide an overview of your research experience highlighting successful funding applications and research partnerships (max 500 words)

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### Please outline your experience in Postgraduate, Postdoctoral and/or Researcher Supervision (max 250 words).

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### Please outline your experience in Knowledge Transfer & Innovation (max 250 words).

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### Please provide a list of your publications for the last 5 years, and where relevant, your ORCID ID or link to an online publication repository.

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## LEADERSHIP

### Please provide an example of your primary leadership and management achievements to-date, paying particular attention to the duties and responsibilities for the post detailed in the job description (max 250 words).

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### Please outline your ability to identify opportunities and convert challenges into innovative solutions and programmes that will advance engineering research and innovation (max 250 words).

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# PERSONAL STATEMENT

## Please provide a personal statement setting out (1500 word max):

## Your personal skills and attributes that you will bring to this role.

## Your vision for the future development of Engineering Research & Innovation in IT Carlow

## The challenges facing Engineering Research & Innovation over the next 5 years.

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# OTHER INTERESTS

## Detail any outside interests which you consider may support your application:

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# REFEREES

Please give details of three referees to include your present employer and 2 recent past employers. Referees should be your direct manager and be able to comment in detail on the position you held. If the Institute is progressing with your application you will be asked to give permission to contact referees before any contact is made***.***

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| --- | --- | --- | --- | --- | --- |
| **NAME OF REFEREE** | **POSITION REFEREE HELD** | **COMPANY/ EMPLOYER NAME** | **COMPANY/ EMPLOYER ADDRESS** | **POSITION APPLICANT HELD** | **REFEREE EMAIL AND PHONE NO.** |
| *Eg: John Smith* | *Line Manager* | *Smith Building Co.* | *1, High Street, Anytown* | *Production Supervisor* | *smithjohn*[*12@gmail.com*](mailto:12@gmail.com) *073 1234567* |
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| **How much notice are you required to give your current employer:** |  |

# DECLARATION

**I hereby certify that all statements given by me on this application are true and correct without omission and that any misrepresentation will disqualify my application or may result in dismissal if employed by the Institute. I also fully recognise that canvassing will disqualify my application.**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return completed form to: [humanresources@itcarlow.ie](mailto:humanresources@itcarlow.ie) or post to **The Human Resources Office, Institute of Technology Carlow, Kilkenny Road, Carlow, Ireland**