**Application Form from bodies to nominate suitably qualified persons to fill vacancies**

**on the boards of Education and Training Boards (ETBs)**

Section 11 (a) of the Education and Training Boards Act 2013 provides for the Minister for Education and Skills to specify a number of bodies, which in his opinion have a special interest in, or knowledge of education to nominate persons for consideration for appointment to the board of an ETB.

Completion of this form by any officer on behalf of a body is an application by that body to be considered and specified by the Minister as a nominating body under the Act. It does not guarantee such application will be successful. The final decision under the legislation lies with the Minister.

**Please note it is important that all sections of this form are fully completed.**

## **Contact details.**

|  |  |
| --- | --- |
| Name of Body: |  |
| Address of Body: |  |
| Contact Name: |  |
| Position: |  |
| Contact Telephone Number: |  |
| Contact Email Address: |  |

## **Please indicate under which heading your Body wishes to be considered.**

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| --- | --- |
| “The Minister of Education and Skills shall specify a number of bodies which have a special interest in, or knowledge of education under the headings below” | |
| Bodies representative of business, industry and employers |  |
| Bodies representative of learners |  |
| Bodies representative of persons engaged in the management of, or leadership in, recognised schools |  |
| Bodies which are not in the three designated categories |  |

## **Please indicate to which ETB board or boards your Body wishes to have the opportunity to nominate members.**

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| --- | --- | --- | --- |
| Bodies specified by the Minister of Education and Skills shall nominate one man and one woman who reside within the functional area of the education and training board concerned, for appointment to that board.  Please tick the box to the right of the ETB to which your Body wishes to have the opportunity to nominate a person for appointment as a board member. | | | |
| All ETBs |  | Kilkenny & Carlow ETB |  |
| Cavan & Monaghan ETB |  | Laois & Offaly ETB |  |
| City of Dublin ETB |  | Limerick & Clare ETB |  |
| Cork ETB |  | Longford & Westmeath ETB |  |
| Donegal ETB |  | Louth & Meath ETB |  |
| Dublin & Dun Laoghaire ETB |  | Mayo, Sligo & Leitrim ETB |  |
| Galway & Roscommon ETB |  | Tipperary ETB |  |
| Kerry ETB |  | Waterford & Wexford ETB |  |
| Kildare & Wicklow ETB |  |  |  |

## **The name of other boards (if any) to which your Body is entitled to nominate a member for consideration for appointment**

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1. **Outline below under the various headings why your organisation wishes to be considered as a body to nominate suitably qualified persons to fill vacancies on the boards of Education and Training Boards (ETBs) and why you believe your organisation’s skills and experience would be of value.**

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| **5a. Indicate where your Body has engaged in education-related matters:** |
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| **5b. Initiatives undertaken by your Body to support education:** |
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| **5c. Details of any engagement your body has with the ETB Sector:** |
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| **5d. Supplementary Information – please give below any other relevant information in support of your application:** |
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1. **Composition of the Board**

Section 30 of the Education and Training Boards Act 2013 provides for the composition of each ETB, following the local authority elections, to be as follows:

* 12 members elected by the relevant local authority;
* 2 members elected by ETB staff;
* 2 members appointed by the ETB from nominees of the National Parents’ Council(s);
* 5 members appointed by the ETB from bodies specified by the Minister which have a special interest in, or knowledge of education.

1. **Declaration**

I hereby declare that the information given in this form is correct and give my permission for the Department of Education and Skills to make enquiries to validate information provided and that the submission of this application is taken as consent to this.

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Organisation stamp (if available) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The completed application form should be signed and dated. It should be scanned in and emailed to [financialetb@education.gov.ie](mailto:financialetb@education.gov.ie) by close of business **Thursday 13th June 2019.**

**DATA PROTECTION**

The main purpose for which the Department requires the personal data provided by you is for engagement on the nomination process for membership of the Education and Training Boards. The personal data provided may be exchanged with any or all of the ETBs and ETB Ireland for the same purpose. The privacy notice outlining further information in relation to this form can be found at [here](https://www.education.ie/en/The-Department/Data-Protection/gdpr/education-and-training-boards-etbs/Privacy-notice-nomination-process-membership-etb-boards.pdf)

Full details of the Department's data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available [here](https://www.education.ie/en/The-Department/Data-Protection/department-of-education-and-skills-privacy-notice.pdf). Details of this policy and privacy notice are also available in hard copy upon request from the Department of Education and Skills, ETB Financial and Administrative Personnel Unit, Athlone, Co. Westmeath, N37 X659.