## RÚNDA

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**COMHAIRLE ULADH**

# FOIRM IARRATAIS

Nuair a bhreithnítear iarrthóirí i dtosach, tá baint mhór ag an fhaisnéis a sholáthraíonn siad leis an chinneadh cé acu ba chóir freastal ar agallamh. Tá sé ina chuidiú an t-eolas a bheith in ord agus cinntíonn sé go bhfuil an chomparáid críochnúil agus cothrom. **Ar an ábhar seo, ní mheasfar ach faisnéis a chuirfear isteach ar an bhfoirm iarratais. Ní ghlactar le CV.**

Dá bhrí sin, is é leas an iarrthóra an fhoirm iarratais seo a chomhlánú go soiléir, i ndúch dubh nó clóscríofa le tuiscint agus cruinneas.

Ní úsáidfear eolas a thugtar ach amháin ar mhaithe leis an iarratas seo agus déileálfar leis ar bhealach rúnda. Beidh an fhoirm iarratais mar chuid de na critéir roghnúcháin. Is féidir foirmeacha neamh-inléite a tharraingt siar.

Treoracha:

1. Caithfear an fhoirm iarratais chomhlánaithe a sheoladh ar ais ionas go dtiocfaidh sí tráth nach déanaí ­­­­­­­­­­­­­­ná **16:00 20ú Eanáir 2023.** Ní ghlacfar leis na foirmeacha iarratais a gheobhaidh an Chomhairle i ndiaidh an spriocdháta agus an t-am atá leagtha amach

2. Ní mór iarratais chomhlánaithe a sheoladh ar ais chuig: Monitoring Officer, CLG Chomhairle Uladh, 8-10 Sráid an Mhargaidh, Ard Mhacha, BT61 7BX nó chuig [humanresources.ulster@gaa.ie](mailto:humanresources.ulster@gaa.ie) .

Cuir in iúl **teideal an phoist** ar a bhfuil iarratas á dhéanamh agat i do r-phost.

3. Ba chóir iarratais sa phost a chur sa le chun teacht chuig Comhairle Uladh ar an dáta thuas nó roimhe.

4. Comhlánaigh an fhoirm **i mbloclitreacha i ndúch dubh nó clóscríofa**.

5. Cé go mbeidh critéir bhunriachtanacha na sonraíochta faoin phearsa mar bhunús don ghearrliostú, **féadfar gnéithe de na critéir inmhianaithe a chur san áireamh chomh maith.**

6. Tá an fhoirm iarratais seo ceaptha leis an phróiseas gearrliostaithe a chumasú agus baineann sé go díreach leis na critéir atá leagtha amach sa tsonraíocht faoin phearsa. Mura dtugann tú go leor eolais nó sonraí mar fhreagra ar na ceisteanna díreacha d'fhéadfadh nach n-éireodh le d'iarratas a bheith gearrliostaithe, mar gheall ar easpa eolais.

**1. Sonraí Pearsanta**

Sloinne:

Céadainm(neacha):

Teideal: Uimhreacha teileafóin (baile/gnó/póca)

Seoladh:

Ríomhphost: Uimhir Árachais Náisiúnta:

**2. Cáilíochtaí agus gnóthachtálacha**

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| **Léirigh le do thoil cad é mar a chomhlíonann tú na bunchritéir riachtanacha seo a leanas:**   * **Cáilíocht tríú leibhéal i ndisciplín ábhartha**   Cáilíocht\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bliain a Fuarthas\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * **2 bhliain ar a laghad de thaithí oibre ábhartha don phost: Gaeilge, Oideachas, Cultúr, For-rochtain Pobail, Polasaí Sóisialta, Polasaí Poiblí, Bainistíocht, Gnó nó disciplíní cuí eile.**           **(400 focal ar an mhéad)** |

**3. Tabhair sonraí faoi do stair fostaíochta le do thoil ag obair siar ón phost atá agat san am i láthair. Ba cheart tréimhsí ar bith féinfhostaíochta a chur san áireamh**

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| Ainm agus seoladh an fhostóra | Dátaí, tús agus deireadh  (mí/bliain) | Teideal poist, ról & dualgais an phoist |
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**4. Taithí**

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| **4.1 Léirigh le do thoil cad é mar a chomhlíonann tú na bunchritéir riachtanacha seo a leanas:**  **(4.1.1) Eolas láidir agus tuiscint ar fhorbairt na Gaeilge agus cúrsaí cultúrtha laistigh den CLG, agus tuiscint shoiléir ar cad é mar is féidir tionscadail sa réimse seo a leanas a chur i bhfeidhm sna clubanna agus comhthéacs an phobail laistigh de CLG Uladh:**  **• Gaeilge**    **(500 focal ar a mhéad)** |

**4. Taithí (ar lean)**

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| **(4.1.2) Eolas agus tuiscint láidir ar fhorbairt na Gaeilge agus an chultúir laistigh den CLG, agus tuiscint shoiléir ar cad é mar is féidir tionscadal sa réimse seo a leanas (Scór) a chur i bhfeidhm maidir le comhthéacs an chlub agus an phobail laistigh de CLG Uladh:**   * **Scór**      * **Cultúr agus oidhreacht**         **(500 focal ar a mhéad)** |

**4. Taithí (ar lean)**

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| **Léirigh cad é mar a chomhlíonann tú na bunchritéir riachtanacha seo a leanas chomh maith:**  **(4.2) An cumas polasaithe straitéiseacha a cheangal le céim an fheidhmithe**      (**350 focal nó níos lú**)  (Maximum 350 words) |

**5. Cumais speisialta**

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| **5.1 Léirigh cad é mar a chomhlíonann tú na bunchritéir riachtanacha seo a leanas chomh maith:**  **Tuiscint shoiléir ar na saincheisteanna atá ann faoi láthair ag an CLG i gcoitinne, go háirithe forbairt na Gaeilge, cultúr, forbairt pobail agus forbairt straitéiseach i CLG Uladh**        .  (**350 focal ar a mhéad**) |

**6. Critéir Inmhianaithe**

* **Cáilíochtaí**

**Stádas mar Mhúinteoir Cáilithe**

**Cáilíocht \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_               Bliain a Fuarthas \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***NÓ***

**Táithí ag teagasc / ag cruthú ceachtanna in institiúid oideachais**

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**6. Critéir Inmhianaithe (ar lean)**

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| **Léirigh cad é mar a chomhlíonann tú na critéir inmhianaithe seo a leanas (luaigh trí chinn ar a laghad):**   * **Taithí ar a bheith ag obair i dtrí cinn de na réimsí seo a leanas ar a laghad:** * **Forbairt teanga, cothú agus oideachas** * **Tacaíocht do shaorálaithe agus do thógáil cumais** * **Forbairt pobail agus for-rochtana** * **Dearadh agus seachadadh cúrsaí** * **Ag obair mar chuid d'fhoireann le cuspóirí straitéiseacha a chomhlíonadh**   **(500 focal ar a mhéad)** |

**6. Critéir Inmhianaithe (ar lean)**

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| * **Eolas ar struchtúir CLG Uladh agus CLG (leibhéal contae agus club), rialacha agus cleachtais nua-aimseartha**           **(350 focal ar a mhéad)** |

**7. Criminal Offences**

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| * You are applying for a role which falls within the definition of an “excepted” position as provided by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979: therefore, ALL convictions including SPENT convictions that are not protected by the 2014 amendments must be disclosed. If you leave anything out it may affect your application. * The disclosure of a criminal record or other information will not debar you from appointment unless Ulster GAAconsiders that the conviction renders you unsuitable. In making this decision the Ulster GAA will consider the nature of the offence, how long ago it was committed and what age you were at the time and other factors which may be relevant. * Please note you are advised that under the provisions of the Rehabilitation of Offenders (Exceptions) Order (N.I.) 1979 as amended by the Rehabilitation of Offenders (Exceptions) (Amendment) Order (NI) 1987 you should declare all convictions including ‘spent’ convictions. A copy of Ulster GAA’s Recruitment of Ex-Offenders Policy is available upon request. * If you are currently facing prosecution for a criminal offence you should also bring this to our attention given the “excepted” nature of the role. * I understand that if appointed that I must also complete an AccessNI Disclosure Certificate Application Form and that this check must be carried out before appointment can be confirmed. I declare that the information I have given is accurate. | | |
| Do you have any convictions/cautions that are not "protected" as defined by the Rehabilitation of Offenders Northern Ireland Order 2014 or have any cases pending? | | **Yes:** 🞏 **No:** 🞏 |
| **If yes,** please give details including the nature of the offence and penalty (if any) ... | | |
|  | | |
| The position you are applying for requires you to be engaged in regulated activity\*as defined by the Safeguarding Vulnerable Groups Order (NI) 2007.  Is there any reason you are aware of that would prevent you from working with children or vulnerable groups? | **Yes:** 🞏  **No:** 🞏 | |

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| **\***Regulated Activity - for those working with children and young people?  Working in a paid or voluntary capacity with children is regulated activity if:  (a) it is one of the activities listed; and  (b) is done “regularly”, with the exception of health care and relevant personal care which is regulated activity even if carried out once; or  (c) it is carried out in a specified place.  (a) The activities include:   * teaching, training or instruction; * care or supervision, including health care and relevant personal care; * advice or guidance provided wholly or mainly for children relating to their physical, emotional or educational well-being; * moderating a public electronic interactive communication service likely to be used wholly or mainly by children; * driving a vehicle being used only for conveying children and carers or supervisors.   Day to day management or supervision on a regular basis of a person carrying out one of the activities listed above is also a regulated activity.  Activities that are excluded from the definition of regulated activity are:  • activity or participation of children that is merely incidental to what would normally be an adult activity;  • “supervised activity” - an individual who is under reasonable day to day supervision by another person engaging in regulated activity (see below for guidance); and  • activity by a person in a group assisting or acting on behalf of, or under direction of, another person engaging in regulated activity in relation to children. This is the “peer exemption”.  (b) ‘Regularly’ is defined as: carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period, or overnight\*\*.  Definition of “overnight” - In relation to teaching, training or instruction; care or supervision; or advice or guidance, it is also regulated activity if carried out (even once) at any time between 2am and 6am and with an opportunity for face-to-face contact with children.  (c) The Safeguarding Vulnerable Groups (NI) Order 2007 lists specified places, including schools and day care premises, where an activity with children is a regulated activity if it is carried out regularly by the same person in connection with the purposes of the place where it is carried out. This could include, for example, sports coaching in a school. The supervised exemption also applies in a specified place but only where the activity is carried out by a volunteer.  For further information please contact Ulster GAA Child Protection Manager (028) (048) 3752 1900. |

**8. Teistiméireachtaí**

Tabhair ainmneacha, róil / post, seoltaí agus sonraí teagmhála (seoltaí ríomhphoist san áireamh) do bheirt ar féidir le CLG Uladh tuilleadh eolais a fháil uathu i dtaca leis an iarratas seo de. Beidh CLG Uladh i dteagmháil leis na moltóirí seo tríd an ríomhphost, agus mura gcuirfear an t-eolas sin ar fáil, beidh moill ar an iarratas.

**NÍ IARRFAR TEISIMÉIREACHTAÍ ACH AMHÁIN LE TAIRISCINT FOSTAÍOCHTA**

Caithfear d’fhostóir reatha / an bainisteoir line is déanaí a lua mar cheann acu.

**Ainm:**

**Seoladh / Ríomhphost:**

**Post:**

**Ainm:**

**Seoladh / Ríomhphost:**

**Post:**

**9. Socraithe an Agallaimh**

An bhfuil socraithe ar leith de dhíth ort maidir leis an phróiseas earcaíochta (mar shampla – le freastail ar agallamh)?

**Tá/Níl** (*scrios mar is cuí)* – Má ‘tá’ – luaigh na socraithe:

**Dearbhú agus Síniú**

Dearbhaim go bhfuil an fhaisnéis atá tugtha san iarratas fíor agus iomlán a mhéid is eol dom agus gur feasach mé go bhféadfadh le CLG Uladh an t-iarratas a dhícháiliú nó mé a dífhostú. Tuigim go bhféadfar an t-iarratas a dícháiliú mar gheall ar chanbhasáil (go díreach nó go hindíreach).

**Sínithe: ..................................................................... Dáta: .......................................................................................**

**DATA PROTECTION NOTIFICATION**

The following Privacy Information is being provided to you as outlined in the General Data Protection Regulation. It is intended to inform you of how the Personal Information provided on this form will be used, by whom and for what purposes. If you are unclear on any aspect of this form, or want any further information, please contact the GAA’s Data Protection Officer (003531 8658600 or [dataprotection@gaa.ie](mailto:dataprotection@gaa.ie)).

**Who is the data controller?**

Ulster GAA is the data controller for the personal data included on this form.

**Who is the Data Protection Officer for the GAA?**

Details of the GAA’s Data Protection Officer are available on the GAA’s website gaa.ie/dataprotection. You can contact our Data Protection Officer by emailing dataprotection@gaa.ie or by calling 01 8658600, if you have any questions or wish to make any request in relation to your personal data.

**What is the purpose of processing my Personal Data?**

The purpose for processing your Personal Data is that it is necessary to enter into an employment contract for successful applicant(s).

**Where is your Personal Data stored?**

Your data will be stored at Ulster GAA, Ceannarás Uladh, 8-10 Market Street, Armagh, BT61 7BX.

**How long will your Personal Data be stored for?**

Your Personal Data will be stored for 12 months in cases of unsuccessful applicants, and for the duration of your employment contract in cases of successful applicants.

**How can I obtain a copy of the Personal Data held by Ulster GAA?**

You have the right to request a copy of all of your Personal Data and can do so by contacting us at [dataprotection@gaa.ie](mailto:dataprotection@gaa.ie) or by writing to GAA Data Protection Officer, Croke Park, Jones’ Road, Drumcondra, Dublin 3, or Ulster GAA, Ceannarás Uladh, 8-10 Market Street, Armagh, BT61 7BX. This information will be provided to you within one month.

**What are my privacy rights relating to my Personal Data?**

You have the right to have your Personal Data updated, rectified, or deleted if you so wish. You have the right to object to your Personal Data being processed and to withdraw your consent to processing - You can do so by contacting us.

**Where can I get further information?**

Further information regarding your rights can be obtained through the **Office of the Data Protection Commissioner, Canal House, Station Road, Portarlington, Co. Laois**, or on the website [www.dataprotection.ie](http://www.dataprotection.ie)

**How do I make a complaint or report a breach?**

Should you wish to make a **complaint or report a breach** under in relation to your Personal Data, you can do so by emailing the Office of the Data Protection Commissioner using the following email address: [info@dataprotection.ie](mailto:info@dataprotection.ie)