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| **Name:**  |  |
| **PPS NO.** |  |
| **Home Address:****Distance (KM) from your home to course location:** |  |
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|  |
|  |
| **Contact Address:(if different from above)** |  |
| **Nationality/Status**  |  |
| **Contact Telephone Number:****Mobile Telephone Number:****Email Address:** |  |
|  |
|  |
| **Gender:** | [ ]  Male [ ]  Female |
| **Age Range:** **Date of Birth:** | [ ]  21-24 [ ]  25-34[ ]  35-44 [ ]  45-54 [ ]  55-65+**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Education Status:*****Indicate your highest level of attainment to date*** | [ ]  No Qualification[ ]  Primary Education[ ]  Intermediate / Junior Certificate[ ]  Leaving Certificate / LCA [ ]  FETAC Level 4, 5 or 6 (please specify which level below)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Other (please specify below)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**VOCATIONAL TRAINING OPPORTUNITIES SCHEME (VTOS)**

**APPLICATION FORM**

**Closing Date for Applications: 6th August 2021**

 

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| **Employment Status:***Tick the category most relevant to your current situation*  | [ ]  Long Term Unemployed > 12 months[ ]  Unemployed < 12 months[ ]  Other (Please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Please tick which of the following payments/credits you are in receipt of:****Which Welfare Office do you sign on in:** | [ ]  In receipt of Jobseekers Allowance/Benefit[ ]  Disability Allowance / Illness Benefit[ ]  One Parent Family Allowance[ ]  Signing for Credits[ ]  Dependent Spouse/Partner[ ]  Other (Please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Length of time on Allowance selected above:** | [ ]  6 – 11 months[ ]  12 – 23 months[ ]  24 – 35 months[ ]  3 years and over |
| **Dependants:****Age of each child is required :** | Number of children \_\_\_\_ |
| **Will you require CETS places:**Name the registered Childcare facility you intend using: | Yes[ ]  No[ ]  |
| **Course Title and Level:** |  |
| **Location of your Course:** **Cavan or Monaghan**  |  |
| **Have you ever received VTOS before in Cavan/Monaghan or any other county? If yes please state where?** | Yes[ ]  No[ ] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Additional Information:*****Please state why support for the course is required?*** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

By signing below, I am giving explicit consent for Monaghan Institute/Cavan Institute/CMETB to confirm, retain, use and disclose the information I have provided for the purposes detailed above in accordance with Cavan and Monaghan ETB Data Protection Policy. I am also giving permission to CMETB to contact my local DSP office .

(Note the CMETB will only contact your Social Welfare Office if you are short listed as a VTOS candidate)

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please sign here for permission for the VTOS department in CMETB to contact your local Social Welfare Office if required:**

**Print Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PPS No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***OFFICIAL USE ONLY*** VTOS

This section must be completed by the Dept. of Social Protection.

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| --- | --- | --- | --- |
| **Personal Rate** | **Yes** [ ]  | **No** [ ]  | **Amt:€\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Qualified Adult Increase** | **Yes** [ ]  | **No** [ ]  | **Amt:€\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Full Qualified Child Increase** | **Yes** [ ]  | **No** [ ]  | **Amt:€\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Half Qualified Child Increase** | **Yes** [ ]  | **No** [ ]  | **Amt:€\_\_\_\_\_\_\_\_\_\_\_\_** |
| **No. of Qualified Child Dependents** |  **\_\_\_\_\_\_\_\_\_\_\_** |
| ***Less* Means Amount (if any)** | **€** |
| **Total Net Weekly Payments**  | **€** |
| **Entitled to Fuel Scheme** | **Yes** [ ]  | **No** [ ]  | Amt:€\_\_\_\_\_\_\_\_\_\_\_\_ |
| **This applicant has been claiming one of the following for at least 6 months and is over 21 years of age:** |
| **Jobseekers Allowance:** |  |
| **Jobseekers Benefit:** |  |
| **Signing for Credits:** |  |
| **Other:** |  |
| **As at \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_** | **Cumulative No. of Days unemployed\_\_\_\_\_\_\_\_\_\_** |
| **Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **LOCAL OFFICER** | **OFFICIAL STAMP:** |

|  |
| --- |
| Note: The information provided on this form is confidential and will be retained used and disclosed by Monaghan Institute/Cavan Institute and centrally by Cavan and Monaghan ETB in line with the Data Protection Policy. A copy of the full Data Protection Policy of Cavan and Monaghan ETB is available at [www.cmetb.ie](http://www.cmetb.ie) or on request from the Chief Executive, Cavan and Monaghan ETB, Admin Centre, Market St, Monaghan |
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**VOCATIONAL TRAINING OPPORTUNITY SCHEME**

**GUIDELINES & CHECKLIST**

**Applications are invited from:**

* Those receiving Jobseekers payment/signing for credits.
* Those for whom Adult Dependent allowances are payable.
* Those in receipt of Disability Allowance or Illness benefits.
* Those in receipt of a One Parent family payment.
* Those in receipt of Farm Assist.
* Those who received Statutory Redundancy.

**To enrol you must be in receipt of one of the above for a minimum of 6 months and be at least 21 years of age.**

**(Exception to 6 month rule is those in receipt of Statutory Redundancy)**

* Meal and Travel Allowance paid.

***Full Time Courses only***

***No specific academic requirements for entry***

***Places are limited and will be allocated based on Educational need and those Long Term Unemployed.*** *If you are interested please complete the form and return to the relevant VTOS Centre together with the following*:

**CHECKLIST**

* **Acknowledgement of your application to Cavan/Monaghan Institute or letter of acceptance from the college.**
* **If applying to both Cavan & Monaghan Institute please forward a copy of your application to both VTOS sections addresses hereunder.**

***Monaghan Institute:*** *VTOS Section, Monaghan Institute, Knockaconny, Armagh Road, Monaghan, Co Monaghan. All queries please email:* *denisemckenna@cmetb.ie* *Telephone 047-84900*

***Cavan Institute:*** *VTOS Section, Cavan Institute, Cathedral Rd, Cavan. All queries please email:* *adriennecunningham@cavaninstitute.ie* *Telephone 049-4332633*

***Disclaimer: Cavan and Monaghan ETB are not responsible for forms that have been sent to the wrong centre.***

**Please complete and return to** **adriennecunningham@cavaninstitute.ie**

**PAYMENT OF VTOS ALLOWANCE BY PAYPATH**

**AUTHORISATION FORM**

**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I authorise Cavan and Monaghan Education and Training Board to forward my VTOS allowances directly to my Bank Account listed below via Paypath.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Bank Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bank Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bank Sort Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bank IBAN Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bank BIC Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bank Account Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**