

**VOCATIONAL TRAINING OPPORTUNITIES SCHEME (VTOS)**

**APPLICATION FORM**

**Closing Date for Applications: 4th August 2023**

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| --- | --- |
| **Name:**  |  |
| **PPS NO.** |  |
| **Home Address:****Eircode** |  |
|  |
|  |
|  |
| **Distance (KM) from your home to course location:** |  |
| **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)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| **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 \_\_\_\_Child 1 \_\_\_\_\_\_ Child 4 \_\_\_\_\_\_\_Child 2\_\_\_\_\_\_\_ Child 5 \_\_\_\_\_\_\_Child 3 \_\_\_\_\_\_\_ Child 6 \_\_\_\_\_\_\_ |
| **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 Department of Social Protection.

 Weekly Rate (Where the applicant has no entitlement under any heading, please enter ‘**NIL**’)

|  |  |  |
| --- | --- | --- |
| **Weekly Rate** |  **€** | **\*Please list Date of Birth for any Qualified Children: dd/mm/yyyy**  |
| Personal Amount |  | Child 1 / / | Child 5 / / |
| Qualified Adult Amount |  | Child 2 / / | Child 6 / / |
| Qualified Child Amount \*(No of children) |  | Child 3 / / | Child 7 / / |
| Less Weekly Means |  | Child 4 / / | Child 8 / / |
| **Total Amount Paid** |  |  |  |
|  |  |  |  |
| **Entitled to Fuel Allowance** | **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\_\_\_\_\_\_\_\_\_\_** |

|  |
| --- |
| **Department of Social Protection Stamp**  |

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

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Officer, Department of Social Protection

Contact Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
| 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**

**A copy of the top of your bank statement showing your BIC & IBAN only must also be submitted.**

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