

**Application Form**  
**Assistant Principal Officer in the Adoption Authority of Ireland**

**1. Personal Details:** Please fill in all fields

Title: (Mr/Mrs/Ms):	Surname:	Forename(s) in full:
Postal Address		
Contacts: Mobile Number:		Email:
Work Permit, are there any legal restrictions on your right to work in this country? Please answer <b>Yes</b> or <b>No</b> . If yes, please supply details.		
Have you previously availed of a Voluntary Early Retirement Scheme or any other Redundancy Scheme in the public sector? Please answer <b>Yes</b> or <b>No</b>		
If yes, do the terms of the scheme allow you to apply for this position? Please answer <b>Yes</b> or <b>No</b> .		

**2. Qualifications:** Please provide details of any relevant qualifications you may hold

Membership of Professional Associations	
Academic, Professional or Technical Qualifications	
Relevant training courses attended	

**3. Employment History:** Most recent employment position.

For your current or most recent employment position, please provide the following details.

Name of Employer (please also describe the nature of the business).		
Address and telephone number		
Position held		
Describe main duties and responsibilities		
Date of appointment	From	To
Reason for leaving		
If appointed what level of notice is required?		

### Previous Employment

Please give particulars of all employment starting with the appointment immediately preceding that described above

From	To	Employer Name and Address	Position held and main responsibilities	Reason for Leaving

### 4. Key Achievements

The following section asks you to provide an overview on how you meet the skills and experience in relation to the essential and desirable criteria in the job and personal descriptions. Candidates should refer to the specific criteria for the job for which they are applying and demonstrate their ability to meet same. Max 250 words for each competency.

#### Leadership:

**Analysis and Decision Making:****Management and Delivery of Results:****Interpersonal and Communications Skills:****Specialist Knowledge, Expertise and Self Development:**

**5. REFERENCES:** Please provide details of two people who know you and from whom references may be obtained. It is preferable that at least one reference be from a person who knows you in a work context.

1. Referees name	
Position	
Nature of relationship	
Address	
Telephone Numbers	
Email	
2. Referees name	
Position	
Nature of relationship	
Address	
Telephone Numbers	
Email	

### DECLARATION

I hereby certify and declare that all of the information that I have provided on this application has been honestly and accurately articulated to the best of my knowledge and belief.

Name of Applicant	
Signature	
Date	
<p>Please ensure that you have provided all of the information for which you have been asked. A candidate found to have given false information or to have wilfully suppressed any material fact will be liable to disqualification or, if appointed, to dismissal.</p> <p>Please note that all personal data shall be treated as confidential in accordance with General Data Protection Regulations.</p>	