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| **Application Form** **Clerical Officer (12 Month Contract)****Adoption Authority of Ireland**  |
| 1. **Personal Details:** Please fill in all fields
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| Surname: | Forename(s) in full:  |
| Postal Address: Eircode:  |
| Mobile Number: Email: |
| Work Permit, are there any legal restrictions on your right to work in this country? Please answer **Yes** or **No**. 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 **Yes** or **No**If yes, do the terms of the scheme allow you to apply for this positon? Please answer **Yes** or **No.**  |
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| **2. Employment History:**  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 employment  | From To  |
| Reason for leaving |  |

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| **Previous Employment** Please give particulars of all employment in the last 5 years starting with the appointment immediately preceding that described above  |
| From To | Employer Name and Address  | Position held and main responsibilities  | Reason for Leaving |
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| **4.Competencies**  |
| 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. (Please see Appendix 1 in the Candidate Booklet for a more detailed description of each competency) Max 250 words for each competency. |
| **DELIVERY OF RESULTS**Please describe the work experience(s) that you consider best illustrates your ability to deliver results in challenging circumstances. Please briefly indicate why this was challenging and what you did to ensure the delivery of quality results.  |
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| **CUSTOMER SERVICE & COMMUNICATION SKILLS**Please describe the work experience(s) that you consider best illustrates your customer service and communications skills.  |
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| **TEAM WORK**Please describe the work experience(s) that you consider best illustrates your team work skills. |
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| **INFORMATION MANAGEMENT/PROCESSING**Please describe the work/educational experience(s) that you consider best illustrates your information management/processing skills |
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| **SPECIALIST KNOWLEDGE AND EXPERTISE** Please provide an outline of how your specialist knowledge and expertise might meet the requirements for this role. |
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| **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 |  |
| 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 supressed any material fact will be liable to disqualification or, if appointed, to dismissal. Please note that all personal data shall be treated as confidential in accordance with the Data Protection Acts 1988 and 2003. |