

**Application Form**

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| Position Applied for: | Communications Executive Officer Corporate Services |

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| Personal details |

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| Last Name: |  | **First Name:** |  |

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| Address: |  |
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| --- | --- |
| Postcode: |  |

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| **Tel Contact No.** |  |

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| **e-mail address:** |  |

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| Are you eligible to work in the Republic of Ireland | Yes |  | No |  |

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| 2. How did you find out about this vacancy? |

[**www.citizensinformationboard.ie**](http://www.citizensinformationboard.ie)

[**www.publicjobs.ie**](http://www.publicjobs.ie)

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| **Other:** |  |

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| 3. Education & Training /Professional Qualifications |

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| **Name of School or College** | **Dates** | | Attendance  **Full-Time, Part-time, Day/Evening etc.** | Exams, Degrees & Qualifications  Indicate the year, the type of exam and the subject and grade obtained | |
| **From** | **To** |
| 1. School and Further Education | | | | | |
|  |  |  |  |  |  |
| 1. Professional /Technical Training / Qualifications / Membership | | | | | |

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| **4. Other relevant courses (including ICT)** |
| Please give details: |

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| **5. Details of other formal/non-formal learning undertaken in the last 3 years**  (This may include IT upskilling, involvement in committees, attendance at seminars, representative role(s) and other professional development.) |
| Please give details: |

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| 6. Employment History |
| **Previous Employment:** Please include any previous experience starting with the most recent first. |

**Current or most recent employer**

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| Name of Employer: |  |

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| Address: |  |
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| Position Held: |  |

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| Date Started: |  | Leaving Date: |  |
| Reason for Leaving: |  | | |

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| **Brief description of duties:** |
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**Previous employer**

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| --- | --- |
| Name of Employer: |  |

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| Address: |  |
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| Position Held: |  |

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| --- | --- | --- | --- |
| Date Started: |  | Leaving Date: |  |
| Reason for leaving: |  | | |

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| **Brief description of duties:** |
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**Previous employer**

|  |  |
| --- | --- |
| Name of Employer: |  |

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| --- | --- |
| Address: |  |
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| Position Held: |  |

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| --- | --- | --- | --- |
| Date Started: |  | Leaving Date: |  |
| Reason for leaving: |  | | |

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| **Brief description of duties:** |
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Continue on separate sheet if necessary

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| |  | | --- | | 7. Competencies and Key Achievements. *\*\*Mandatory fields\*\** | | **Skills, abilities and experience**  Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples). | | **Essential Criteria**  **Please specify using recent examples how you meet the criteria for this position** | | 1. **People Management** *(maximum 100 words)* | | (B) **Analysis & Decision Making** *(maximum 100 words)* | | (C) **Delivery of Results** *(maximum 100 words)* | | (D) **Interpersonal and Communication Skills** *(maximum 100 words)* | | (E) **Specialist Knowledge, Expertise and Self** **Development** *(maximum 100 words)* | | (F) **Drive and Commitment to Public Service** **Values** *(maximum 100 words)* | | **Additional Information** | | Information which you consider relevant to your application in addition to that provided above. | |

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| 8. DATA PROTECTION |

All personal information provided on this application form will be stored securely by the Citizens Information Board (CIB) and will be used for the purposes of the recruitment process. The provision of personal data is necessary for the processing of your application or the conclusion of an employment contract with CIB. The legal basis for the processing of your data is contractual necessity. Application forms will be retained for a period of one year, and in the case of a successful candidate, for the duration of employment and a minimum of one year thereafter. Applications may be submitted to, and processed by, Osborne Recruitment for shortlisting. Applications may also be provided to the interview panel. Following completion of the selection process, all personal information will be retained only by CIB and this information will not be disclosed to any other external third party without your consent, except where necessary to comply with statutory requirements or seeking references. You may, at any time, make a request for access to the information held about you as outlined.  Should you wish to make any changes, to any of the information stored about you within the one-year retention period, please contact the HR & Governance Manager, George’s Quay House, 43 Townsend Street, Dublin 2, DO2 VK65.

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| 9. References |

Please give the names and addresses of two persons who have agreed to act as referees. One referee must be someone from your current or most recent employer with knowledge of your skills and experience.

**(References will not be taken up without the applicant’s consent)**.

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| **1st Referee** | | **2nd Referee** | |
| **Name** |  | **Name** |  |
| **Address** |  | **Address** |  |
| **Occupation** |  | **Occupation** |  |
| **Telephone** |  | **Telephone** |  |
| **Email** |  | **Email** |  |

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| 10. Declaration |

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| In submitting this application form, I declare to the best of my knowledge and belief all particulars I have given are complete and true.  I understand that any false declaration, misleading statement or significant omission may disqualify me from employment and render me liable to dismissal.  I understand that any job offer is subject to successfully securing satisfactory references, a pre-employment medical examination and successful completion of required probationary period.  I consent to personal data being processed as stated in Section 8 above. |

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| Signed: |  | **Date:** |  |