

**Application Form**

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| Position Applied for: |  |

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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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| **Contact telephone number:** |  |

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| **Personal Email address:** |  |

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

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| In order to help us gauge the efficiency of our advertising strategy for this campaign, we would appreciate if you indicated below where you saw this role advertised |

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

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

**Other – please say which:**

**\***please select more than one option if applicable

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| Education & Training /Professional Qualifications |

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| **Educational Institution** | **Dates** | | **Course Studied** | **Qualifications Achieved**  **Please indicate the year, subject and grade obtained** | |
| **From** | **To** |
|  |  |  |  |  |  |
| **Professional /Technical Training / Qualifications / Membership** | | | | | |

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| **Other relevant courses** |
| Please give details: |

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

**Brief description of your main role and responsibilities**

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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: |  | | | |
|  | |
| **Brief description of your main role and responsibilities** | | | | |
| **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 your main role and responsibilities** | | | | |
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Continue on separate sheet if necessary

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| |  | | --- | | Competencies and Key Achievements | | **Skills, abilities, and experience**  Please use this section to give examples 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** | | **Leadership** (maximum 300 words) | | **Judgment, Analysis and Decision Making** (maximum 300 words) | | **Management and Delivery of Results** (maximum 300 words) | | **Interpersonal & Communication Skills** (maximum 300 words) | | **Specialist Knowledge, Expertise and Self Development** (maximum 300 words) | | **Drive and Commitment to Public Service Values** (maximum 300 words) | | **Additional Information** | | **Information which you consider relevant to your application in addition to that provided above.** | |
| 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, Georges Quay House, 43 Townsend Street, Dublin 2, DO2 VK65.

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| References |

Please give contact details for two referees, including your current employer. Ensure the referees you provide are from a professional perspective. We retain the right to contact all previous employers.

Do you wish us to contact you prior to contacting your referees? Yes No

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| **1st Referee** | | **2nd Referee** | |
| **Referee’s Name** |  | **Referee’s Name** |  |
| **Company Name** |  | **Company Name** |  |
| **Referee’s Occupation** |  | **Referee’s Occupation** |  |
| **Nature of Relationship** |  | **Nature of Relationship** |  |
| **Telephone** |  | **Telephone** |  |
| **Email** |  | **Email** |  |

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| 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.   |  |  |  |  | | --- | --- | --- | --- | | Signed: |  | **Date:** |  | |