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**Permanent Grade III Clerical Officer post – 17.5 hours per week**

**Centre of first assignment: Coláiste na Ríochta, Listowel, Co. Kerry**

Completed application forms will only be accepted via email to jobs@kerryetb.ie No CVs only official application form will be accepted.

**Please note that all areas of the application form must be fully completed giving as much detail as possible of your skills, abilities experience relating to this post application as shortlisting will be based on the information gathered from this form.**

All sections must be completed in full and typed (The form will expand to accommodate the text you enter).

|  |  |
| --- | --- |
| **Surname:** |  |
| **First Name(s):** |  |
| **Home Address:** |  |
| **Contact Details:** | **Work:****Home:****Mobile:****E-mail:** |
| **Are you currently on career break?** |  |
| **Have you availed of the Incentivised Scheme for Early retirement (ISER)?** |  |
| **Are you in receipt of a state Pension?** |  |

1. **Current or Most Recent Appointment**

Yes:  No: 

Are you currently employed by Kerry ETB?

If **yes**, complete section (a) below

If **no**, complete section (b) below

1. **Current employees of Kerry ETB**

|  |  |
| --- | --- |
| **Department/school/ adult education centre/programme** | **Title of Post** |
|  |  |
| **Nature of work**  | **Starting date** |
|  |  |

1. **External applicants - where you work now, or your last job**

|  |  |
| --- | --- |
| **Employer’s name** |  |
| **Employer’s address** |  |
| **Starting date** |  |
| **Position held and nature of work** |  |
| **Leaving date (if applicable)** |  |
| **Current Annual Salary** |  |
| **When could you be available for work, or what notice period is required by your current employer?** |
|  |
| **Reason for leaving if no longer employed?** |
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**Are there any restrictions on your right to work in Ireland**

 **Yes: No:**

**If yes, please give details:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Previous Appointments**

**Please list all your previous appointments. This should also include voluntary and temporary work. Continue on a separate sheet if necessary.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates employed to/from** | **Name & address****of Employer** | **Position held**  | **Nature of work**  | **Reason for****leaving** |
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**Higher Education and qualifications**

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| --- | --- | --- |
| **Name and Address of Academic Institution/Awarding Body** | **Period of Study** | **Award/Qualification Obtained** |
| **From:** | **To:** |
|  |  |  |  |

**Professional development courses and qualifications**

|  |  |  |
| --- | --- | --- |
| **details of course / Awarding Body** | **Period of Study** | **Award/Qualification Obtained** |
| **From:** | **To:** |
|  |  |  |  |

**Any further information of relevance**

**Membership of a recognised or prescribed body or equivalent**

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|  |

**Achievements**

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**Interests**

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**please provide details of proficiency you may have (oral and/or written) in languages other than english**

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| --- |
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**Have you completed the TUSLA Child First Training**

**Please Tick**

Yes:  No: 

 **Are there any restrictions on your right to work in Ireland**

 **Yes: No:**

**If yes, please give details:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Demonstration of Competences: Please give specific examples from your career to date that demonstrate your competences in the each of areas outlined below: (Please see note attached: ADVICE FOR CANDIDATES ON COMPLETING A COMPETENCE BASED APPLICATION FORM) Max 150 words per competence.** |

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| 1. **Team Work**
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| 1. **Information Management and Decision Making**
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| 1. **Delivery of Results**
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| 1. **Customer Service and Communication Skills**
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| 1. **Specialist Knowledge, Expertise and Self Development**
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| --- |
| 1. **Drive and Commitment to Public Service Values**
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|  |

**Personal Statement: Please outline briefly why you think you are suitable for appointment, and the particular knowledge, skills and qualities you bring to this position. 100 words max.**

**REFERENCES**

Please provide names, addresses and position/occupation of two people (other than relatives or friends) with knowledge of you and your work to whom professional reference can be made. One should be your current or most recent employer. Both people should been in a position of responsibility within the employing organisation(s). They must not be related to you, or be known to you only as a friend. If you are unable to provide these please give details of someone who knows you in other than a personal capacity and who is prepared to provide a reference to you.

[*Please note: your referees may be contacted without further communication with you and prior to interview if shortlisted for interview]*.

***Present or most recent employer:***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & Title:** | **Position Held:** | **Telephone/Mobile:** | **Email:** |
|       |       |       |       |
| **Full address:**  |
|       |

***Other referee:***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & Title:** | **Position Held:** | **Telephone/Mobile:** | **Email:** |
|       |       |       |       |
| **Full address:**  |
|       |

**Declaration**

**Please read before signing this application form**

The accuracy of information provided may be checked with other organisations. Provision of false or misleading information may amount to a criminal offence. Kerry ETB may obtain from or provide information to third parties for the purposes of the detection and prevention of crime.

The organisation may data match information it holds about its employees for the prevention and detection of crime.

I declare that the information I have provided is true and accurate and that I have not omitted any material facts. I accept that the offer of employment is conditional on the provision by me of true, accurate information with no material omissions.

I give my consent to Kerry ETB making such reasonable enquiries as it sees fit in respect of my application.

I accept that once I have commenced employment, Kerry ETB will be entitled to terminate my contract without notice or withdraw the offer of employment if information in this application is untrue or inaccurate or if there are material omissions from it.

Before signing this form, please ensure that you have replied fully to all questions asked.

|  |  |
| --- | --- |
| **Signature** | **Date** |
|  |  |

**ADVICE FOR CANDIDATES ON COMPLETING A COMPETENCE BASED**

**APPLICATION FORM**

A competence based application form requires you, the candidate, to describe some of your personal achievements to date that demonstrate certain competences (necessary skills and qualities) required for the position for which you are applying.

The information about the posts gives a list of skills or qualities for each competence. On the application form you are asked to describe a situation, from your own experience, which you think is the best example of what you have done to demonstrate this skill or quality. It is essential that you describe how you demonstrated the skill or quality in question.

You are advised to structure what you write so that you give specific information about what you have done - for example, do not simply say that “X was successful”, describe exactly what you did and how you demonstrated the skill or quality in question.

For each example it is important to include the following:

(a) the nature of the task, problem or objective;

(b) what you actually did and how you demonstrated the skill or quality (give dates if possible)

(c) the outcome or result of the situation and your estimate of the proportion of credit you can claim for the outcome.

Please do not use the same example to illustrate your answer to more than two competence areas.

Please note that, should you be called to interview, the board may look for additional examples of where you demonstrated the skills required for this post so you should think of a number of examples of where you demonstrated each of the skills.