# **Application Form: (11/2025)**



**Application Form**

Open competition for appointment to the positions of

**Case Processing Administrator (Executive Officer, Standard Scale)**

**Full Time**

Closing Date: Submit applications to [Resourcing@tailte.ie](mailto:Resourcing@tailte.ie) by **5pm on Thursday, 3rd April 2025.**

**NB:** Please ensure you have read the Candidate Information Booklet in advance of completing the application form.

### **Section A: Personal Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please provide all relevant details** | | | | |
| **Title** | **Surname** | | **First name (s)** | |
| **Contact Details**  **Phone Number:**  **Home Address:** | | **Email:** | | |
| **Right to Work**  Are there any legal restrictions on your right to work within the Republic of Ireland? | | **Yes**  **No** | |  |
| If yes, please supply details below: | | | | |
| **Public Sector Experience**  Are you now, or have you ever been employed in the Irish Public Sector?  Have you previously availed of a Voluntary Early Retirement Scheme or any other Redundancy Scheme in the Public Sector?  If yes, do the terms of the scheme allow you to apply for this position? | | **Yes**  **No**  **Yes**  **No**  **Yes**  **No** | |  |

**Communication**

Candidates should note that all communications relating to this competition, including the provision of results, will be issued by way of email only. Candidates should ensure a valid email address and contact details are provided on the application form and they should check their emails on a regular basis.

**There will be no opportunity to alter your email address during the competition process.**

**Special Requirement**

Do you require any special requirements/accommodations to assist with your participation in any stage of this competition process?

Yes  **/** No

**Note**: For further details, please review *Important Additional Information* document.

**Location Choice**

You may select one or both location choices. You should only make a location choice where you would be prepared to work if offered an appointment.

|  |  |
| --- | --- |
| Location 1 | Location 2 |
| Dublin | Roscommon |

**Note**: If you opt-in to be considered for both Dublin and Roscommon competitions, please note that you may be required, if shortlisted, to attend two separate interview processes.

**Changes to your location choice will not be permitted after the closing date.** Vacancies for which you may be considered will extend only to your chosen location. Candidates should be aware that vacancies may not arise in all of the above locations while this panel is active. Once a successful candidate has been assigned, they will then be removed from the panel/ panels.

### **Section B: Overview of Employment**

Please give details and particulars of employment that you deem relevant.

|  |  |  |  |
| --- | --- | --- | --- |
| Position Held |  | **From:** |  |
| Name of Employer |  | **To:** |  |
| *Give details of your main responsibilities/tasks. Please* ***do not exceed 200 words.*** | | | |
|  | | | |
| **Please confirm total word count:** | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Position Held |  | **From:** |  |
| Name of Employer |  | **To:** |  |
| *Give details of your main responsibilities/tasks. Please* ***do not exceed 200 words.*** | | | |
|  | | | |
| **Please confirm total word count:** | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Position Held |  | **From:** |  |
| Name of Employer |  | **To:** |  |
| *Give details of your main responsibilities/tasks. Please* ***do not exceed 200 words.*** | | | |
|  | | | |
| **Please confirm total word count:** | | | |

*(Please add rows if required)*

### **Section C: Educational and Continued Personal Development Details**

In the area below please outline your Qualifications and Continuing Professional Development (CPD) and/or training courses you deem relevant (if any). Please note you will not be scored on this information, again it is to give the selection board a rounded picture of your career.

|  |  |  |
| --- | --- | --- |
| Title of Qualification, CPD or  Relevant Training Course | Year | School / College or training provider |
|  |  |  |
|  |  |  |
|  |  |  |

*(Please add rows if required)*

### **Section D: Examples of Skills and Competencies.**

Please give examples, from your own experience, of the competencies that are required for a Case Processing Administrator.

You will find the competencies required for this role in the Candidate Information Booklet (Appendix A). It may help you to look at this before deciding on your responses/examples as it gives you bullet points on what is required.

The following competencies may be assessed at an interview, should you be called forward.

**NB:** When completing the below, please be aware of the Executive Officer Competency Model, while ensuring that you clearly set out the relevance of how your experience and achievements to date, meet the requirements of the role.

You should compose your replies carefully and structure what you write, so that you give specific information/ evidence about what your contribution was in each example provided. For example, it is not sufficient to simply say that "I have excellent leadership skills" or "X was successful".

You are required to provide evidence by describing exactly what you did and how you demonstrated this skill and competency.

Please note that you may also briefly reference values/ motivation/ interests here, however the primary focus is to provide concrete evidence and examples.

Candidates are required to please briefly ***(max* 250 Words** ***for each****)* highlight specific achievements, contributions, or expertise they have developed during their career to date which clearly demonstrate the suitability to meet the competencies and challenges of this role.

**Failure to comply with specific character count limit of 250 Words will deem your application invalid.**

|  |
| --- |
| 1. **People Management** |
| **(Maximum 250 words).** |
|  |
| **Please confirm total word count:** |
| 1. **Analysis & Decision Making** |
| **(Maximum 250 words).** |
|  |
| **Please confirm total word count:** |
| 1. **Delivery of Results** |
| **(Maximum 250 words).** |
|  |
| **Please confirm total word count:** |
| 1. **Interpersonal & Communication Skills** |
| **(Maximum 250 words).** |
|  |
| **Please confirm total word count:** |
| 1. **Specialist Knowledge, Expertise & Self Development** |
| **(Maximum 250 words).** |
|  |
| **Please confirm total word count:** |
| 1. **Drive & Commitment to Public Service Values** |
| **(Maximum 250 words).** |
|  |
| **Please confirm total word count:** |

### **Section F: Referees**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please provide a minimum of two referees. Please note that if this is your first application for employment, references can be submitted from a professional that can attest to your good character for example a teacher from your school or a leader in your sports or social club.** | | | |
| **Name** | **Organisation and Position Held by Referee** | **Professional Relationship to you** | **Contact details** |
|  |  |  | Phone:  Email: |
|  |  |  | Phone:  Email: |
| Do you require notification before your referees are contacted? | | Yes  No | |

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### **Section G: Declaration**

Before you return this form to [Resourcing@Tailte.ie](mailto:Resourcing@Tailte.ie) please ensure that you have completed all sections and that you have completed the declaration below. The onus is on candidates to establish eligibility in this application form.

I hereby certify and declare that:

1. 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.
2. I have not canvassed any member or employee of Tailte Éireann. I have not asked anyone else to canvas on my behalf. I will not undertake seek or consent to any such canvassing.

|  |  |
| --- | --- |
| Name of Applicant: |  |
| Date: | ***(Please note that it is permitted to type your name in place of a signature here)*** |

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.