# **Application Form**



**Application Form**

Open competition for appointment to the positions of

**Services Officer (SO)- Dublin and Waterford**

Closing Date: Submit applications to [Resourcing@Tailte.ie](mailto:Resourcing@Tailte.ie) by **Monday 6th January 2025 at 5pm.**

**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:** | | **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 and application, 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? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Type Yes/No)

If yes, please provide further information in the box below.

|  |
| --- |
|  |

**Location Choice**

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

|  |  |
| --- | --- |
| Location 1 | Location 2 |
| Dublin | Waterford |

**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.

### **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 Education to date, including 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 Education, Qualification, CPD or  Relevant Training Course | Year | School / College or training provider | Results |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*(Please add rows if required)*

### **Section D: Cover Letter**

Please write a brief cover letter/personal statement (no more than one page) clearly outlining why you wish to be considered for the post and where you believe your skills, knowledge, experience and values meet the requirements of the position.

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| --- |
| **Cover Letter** |
|  |

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

Please give examples, from your own experience, of the competencies that are required for a Services Officer.

You will find the competencies required for the Services Officer 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 Services Officer Competency Framework, 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 "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 capability.

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 answer ALL questions and adhere to the specific character count limit of **250 Words** for each of the following competencies.

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

|  |
| --- |
| 1. **Teamwork** |
| **Question: Provide a brief example of how you have developed good working relationships with others and contributed as part of a team? (Maximum 250 words).** |
|  |
| **Please confirm total word count:** |
| 1. **Initiative & Problem Solving** |
| **Question: Describe a time when you have made improvements or suggested new ideas in your job. What were your ideas and what was the result? (Maximum 250 words).** |
|  |
| **Please confirm total word count:** |
| 1. **Delivery of Results** |
| **Question: Provide an example of how you have demonstrated the planning and organising skills necessary to be successful for this role? (Maximum 250 words).** |
|  |
| **Please confirm total word count:** |
| 1. **Customer Service & Communication Skills** |
| **Question: Provide an example where you exhibited excellent communications skills, while ensuring good customer service? (Maximum 250 words).** |
|  |
| **Please confirm total word count:** |
| 1. **Drive & Commitment** |
| **Question: Provide an example of when you exhibited pride in completing a routine task at work? What was the outcome? (Maximum 250 words).** |
|  |
| **Please confirm total word count:** |
| 1. **Knowledge and Expertise** |
| **Question: Briefly outline how you meet the knowledge and experience requirements that are essential and desirable for this role? (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 | |

### **Section G: Right to Work**

Please confirm that you have submitted proof of eligibility as outlined in the Candidate Information Booklet.

Please tick the relevant box(es):

1. I have submitted a copy of my passport with my application form.

1. I have submitted a copy of my stamp 4/stamp 5/50 TEU visa (if applicable)

### **Section H: 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.