

**Key Achievements Form**

**Head of Human Resources**

**Principal Officer (Higher Scale)**

**Full-Time**

Closing Date: Submit applications to [Marina.murtagh@tailte.ie](mailto:Marina.murtagh@tailte.ie) by **5pm on the** **Monday 7th July 2025.**

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

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

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| **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** | |  |

**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.

**Section B: Examples of Skills and Competencies**

Having read the competencies and thought about the demands of the role, for each of the areas below, please briefly ***(max 500 words for each****)* highlight specific achievements, contributions, or expertise you have developed during your career to date which clearly demonstrate your suitability to meet the competencies and challenges of this role. Please note that any wording above the maximum of 500 words will not be assessed as part of your application and could deem your application invalid.

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| **1. Leadership & Strategic Direction** |
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| Total Word Count (*to be inserted by Candidate)* \_\_\_\_\_ |
| **2. Judgement & Decision Making** |
|  |
| Total Word Count (*to be inserted by Candidate)* \_\_\_\_\_ |
| **3. Management & Delivery of Results** |
|  |
| Total Word Count (*to be inserted by Candidate)* \_\_\_\_\_ |
| **4. Building Relationships & Communication** |
|  |
| Total Word Count (*to be inserted by Candidate)* \_\_\_\_\_ |
| **5. Special Knowledge, Expertise & Self Development** |
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| Total Word Count (*to be inserted by Candidate)* \_\_\_\_\_ |
| **6. Drive & Commitment to Public Service Values** |
|  |
| Total Word Count (*to be inserted by Candidate)* \_\_\_\_\_ |