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Description automatically generated**APPLICATION FORM**

**Application Form**

**Clerical Officer**

Closing Date: 10am Monday 8 July 2024

Competition for Clerical Officer

Please carefully note the following instructions:

All sections of this application form must be completed in full.

Once completed you should return the application to [**recruitment@teachingcouncil.ie**](mailto:recruitment@teachingcouncil.ie)

Candidates should note that the information in the application form will play a central part in the short-list process. The decision to include you on the shortlist of candidates going forward to stage 2 of the process may be determined based on the information you supply at this stage. This information may be discussed in more depth should you be called to interview.

**Please note:**

Interviews for this position will be held in person in the Teaching Council offices.

Section 1. Personal Details

|  |  |
| --- | --- |
| **Please fill in all fields** | |
| Title |  |
| Surname |  |
| Forename(s) in full |  |
| Residential / Postal Address: |  |
| Contacts Mobile |  |
| Contact Email |  |
| \*Note: All correspondence relating to this competition will be issued by email. Applicants should provide an email address at which they can be contacted for the duration of the competition. | |
| Work Permit: Are there any legal restrictions on your right to work in this Country?  Please answer yes or no. (If yes, please supply details) |  |
| Have you previously availed of a Voluntary Early Retirement Scheme or any other Redundancy Scheme in the Public Sector? Please answer yes or no.  If yes, do the terms of the scheme allow you to apply for this position? Please answer yes or no. |  |

Section 2. Qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| **Educational qualifications**  Please give details of your most relevant qualifications, and please ensure you include the result. | | | |
| Dates Attended, To - From | School/College/Institute Attended | Course Pursued/Qualification Awarded | Result |
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Section 2. Qualifications Continued

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| **Further qualifications**  Please provide full details of any further relevant qualifications you may hold, not listed above. | |
| Membership in professional associations |  |
| Professional qualifications |  |
| Relevant training courses attended |  |

Section 3. Employment History

|  |  |
| --- | --- |
| **Most recent employment position**  For your current or most recent employment position, please provide the following details: | |
| Name of Employer  (Please also describe the nature of the business) |  |
| Address and telephone number |  |
| Position Held |  |
| Describe main duties and responsibilities: |  |
| Date of Appointment (From-To) |  |
| Salary at present/On leaving |  |
| State any additional financial remuneration or allowances |  |
| Reason for leaving |  |
| If appointed what level of notice is required |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Previous employment**  Please give particulars of all full-time employment since your full-time education, starting with the appointment immediately preceding that described above | | | |
| Dates, from - to | Employer Name and Address | Position Held and Main Responsibilities | Reason for Leaving |
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Section 4. Competencies

The following section asks you to provide an overview of how you meet the skills and experience with specific reference to **the job description and essential requirements** outlined in the candidate information booklet. Candidates should refer to the **specific competencies** outlined for this role and demonstrate their ability to meet the same giving specific examples **that are relevant to the role.**

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| --- |
| **Teamwork**  Please describe the work experience(s) that you consider best illustrates your teamwork skills. (Maximum 250 words) |
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| **Information Management/ Processing**  Please describe the work experience(s) that you consider best illustrates your information management and processing skills. (Maximum 250 words) |
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| **Delivery of Results**  Please describe the work experience(s) that you consider best illustrates your ability to deliver results in challenging circumstances. Please briefly indicate why this was challenging and what you did to ensure the delivery of quality results (Maximum 250 words) |
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| **Customer Service and Communication skills**  Please describe the work experience (s) that you consider best illustrates your customer service and communication skills. (Maximum 250 words) |
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| **Drive & Commitment**  Please provide an outline of how your drive and commitment skills might meet the requirements for this role. (Maximum 250 words) |
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| **Specialist knowledge, Expertise and Self Development**  Please provide an outline of how your specialist knowledge, expertise and self- development might meet the requirements for this role (Maximum 250 words) |
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Section 5. Additional Information

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| **Further information**  Is there any other information/skill that you feel is relevant to your application? |
|  |

Section 6. References

Please provide details of two people from whom references may be obtained. Referees will only be contacted with the candidate’s permission at the job offer stage.

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| --- | --- |
| **Referee One** | |
| Referee’s name |  |
| Organisation |  |
| Position |  |
| Address |  |
| Telephone Numbers |  |
| E-Mail |  |

|  |  |
| --- | --- |
| **Referee Two** | |
| Referee’s name |  |
| Organisation |  |
| Position |  |
| Address |  |
| Telephone Numbers |  |
| E-Mail |  |

Section 7. Declaration

I hereby certify and declare that all the information that I have provided on this application has been honestly and accurately articulated to the best of my knowledge and belief.

|  |  |
| --- | --- |
| Name of Applicant |  |
| Date |  |

Please ensure that you have provided all 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.

Please note that all personal data shall be treated as confidential by the Data Protection Acts 2018.