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**APPLICATION FORM**

**Executive Officer**

**Open Competition**

Closing Date: **12pm Friday, 24 January 2025.**

Executive Officer

**Please carefully note the following instructions:**

* It is imperative that all sections of this application form are completed in full.
* Once completed you should return the application to [**recruitment@teachingcouncil.ie**](mailto:recruitment@teachingcouncil.ie)**.**
* You should note that the information in the application form will play a central part of the shortlisting 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.
* Interviews for this position will be held in person in the Teaching Council offices.

Section 1. Personal Details

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| --- | --- |
| **Please fill in all fields.** | |
| Surname: |  |
| Forename(s) in full: |  |
| Residential/Postal address: |  |
| Contact mobile: |  |
| Contact email: |  |
| \*Note: All correspondence relating to this competition will be issued by email. Applicants should provide ONE email address at which they can be contacted for the duration of the competition. | |

Section 2. Qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| **Educational qualifications**  Please give details of your most relevant qualifications, and please ensure you include the result. | | | |
| Dates attended: | School/College/Institute attended: | Course pursued/Qualification awarded: | Result (e.g. 1, 2.1, 2.2, Pass) |
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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 of professional associations: |  |
| Professional qualifications: |  |
| Relevant training courses attended: |  |

Competence in the Irish language

**Please tick the level of fluency you have in the Irish language. This may be used to shortlist candidates for Executive Officer roles that require Irish.**

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| --- | --- | --- | --- |
| Basic | Conversational | Advanced | Fluent |
|  |  |  |  |

Section 3. Employment History

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| --- | --- |
| **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: |  |

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| --- | --- | --- | --- |
| **Previous employment**  Please give particulars of all full-time employment since your full-time education, starting with the appointment immediately preceding that described above. | | | |
| Date of appointment (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 same giving specific examples that are relevant to the role.

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| **People Management**  Briefly describe an example which you feel demonstrates your ability to encourage, engage and support a team. (maximum 250 words) |
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| **Analysis and Decision Making**  Please provide an outline of how your analysis and decision-making skills might meet the requirements for this role, using an example from your experience to date. (maximum 250 words) |
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| |  | | --- | | **Delivery of Results**  Please describe the piece of work that you consider best illustrates your ability to deliver results in challenging circumstances. Please briefly indicate why this was a challenging piece of work to deliver on and what you did to ensure the delivery of quality results. (maximum 250 words) | |
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| **Interpersonal & Communication Skills**  Please provide an outline of how your range of interpersonal and communication skills might meet the requirements for this role, using an example from your experience to date. (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? (maximum 250 words) |
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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 number: |  |
| Email: |  |

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| --- | --- |
| **Referee Two** | |
| Referee’s name: |  |
| Organisation: |  |
| Position: |  |
| Address: |  |
| Telephone number: |  |
| Email |  |

Section 7. Declaration

I hereby certify and declare that 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.

|  |  |
| --- | --- |
| 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.

When your application form is received, we create a record in your name, which contains the personal information you have supplied. Such information held is subject to the rights and obligations set out in the Data Protection Act 2018 and General Data Protection Regulation (GDPR) 2018. To make a request under the Data Protection Act 2018 please submit your request in writing to [dpo@teachingcouncil.ie](mailto:dpo@teachingcouncil.ie).