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**APPLICATION FORM**

**Legal Support and Reporting Manager**

**(Higher Executive Officer)**

**Open Competition**

Closing Date: **3pm on Wednesday, 7 May 2025**

Legal Support and Reporting Manager

(Higher 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. | |
| 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: | 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: |  |

Employment History and Competencies

In completing Sections 3 and 4 you should provide evidence that you meet the requirements of the role with specific reference to the job description and essential requirements outlined in the candidate information booklet.

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: |  |

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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

Please provide examples that demonstrate your ability to meet the requirements of the role for the following four competencies:

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| **Team leadership**  Briefly describe an example which you feel demonstrates your ability to encourage, engage support and manage a team. (maximum 250 words) |
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| Analysis & decision making  Briefly describe an example which you feel demonstrates information gathering and analysis, critical thinking and decision-making skills. (maximum 250 words) |
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| Management & 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 and communication skills  Briefly describe an example of your communication style and presentation technique. (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) |
|  |

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: |  |

|  |  |
| --- | --- |
| **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 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.

Please note that all personal data shall be treated as confidential in accordance with the Data Protection Acts, 1988 and 2003