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| **Application Form**  **Executive Officer – Fixed Term – 2 Year Contract in the Adoption Authority of Ireland** | | | | | |
| 1. **Personal Details:** Please fill in all fields | | | | | |
| Title: (Mr/Mrs/Ms): | | Surname: | | Forename(s) in full: | |
| Postal Address:    Eircode: | | | | | |
| Contacts: Mobile Number: Email: | | | | | |
| 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 positon? Please answer **Yes** or **No.** | | | | | |
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| 1. **Qualifications:** Please provide details of any relevant qualifications you may hold | | | | | |
| Membership of Professional Associations | |  | | | |
| Academic, Professional or Technical Qualifications | |  | | | |
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| **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 | |
| Reason for leaving | |  | | | |
| If appointed what level of notice is required? | | | | | |
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| **Previous Employment**  Please give particulars of all employment starting with the appointment immediately preceding that described above | | | | | |
| From To | Employer Name and Address | | Position held and main responsibilities | | Reason for Leaving |
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| **4. REFERENCES:** Please provide details of two people who know you and from whom references may be obtained. It is preferable that at least one reference be from a person who knows you in a work context. | | | | | |
| 1. Referees name | |  | | | |
| Position | |  | | | |
| Nature of relationship (can include work colleague, manager, chair of sporting organisation). | |  | | | |
| Address | |  | | | |
| Telephone Numbers | |  | | | |
| Email | |  | | | |
|  | | | | | |
| 1. Referees name | |  | | | |
| Position | |  | | | |
| Nature of relationship | |  | | | |
| Address | |  | | | |
| Telephone Numbers | |  | | | |
| Email | |  | | | |

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| **4.Competencies** |
| The following section asks you to provide an overview on how you meet the skills and experience in relation to the essential and desirable criteria in the job and personal descriptions. Candidates should refer to the specific criteria for the job for which they are applying and demonstrate their ability to meet same. (Please see Appendix A in the candidate booklet for detailed descriptions of the competencies). Max 250 words for each competency. |
| **PEOPLE MANAGEMENT**  Please describe the work experience(s) that you consider best illustrates your people management skills. |
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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. |
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| **ANAYLSIS AND DECISION MAKING**  Please describe the work experience(s) that you consider best illustrates your decision making skills when working with a wide range of information and how you identify key issues and make recommendations. |
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| **INTERPERSONAL AND COMMUNICATION SKILLS**  Please describe the work experience(s) that you consider best illustrate your skills in dealing with different audiences and the various methods of communications you use. |
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| **DRIVE AND COMMITMENT TO PUBLIC SERVICE VALUES**  Please demonstrate that you have a clear understanding of the role of an executive officer, objectives and targets and how you can support the services delivered by the Authority. |
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| **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 |
| Signature |
| 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 supressed 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 General Data Protection Regulations. |