|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ETBI Recruitment Application Form** | | | | | | | | | | | | | |
| **Position title** | | | | **ETB Support Officer, HR/IR** | | | | | | | | | |
| **Closing date and time** | | | | **5.00 pm on Sunday, 5 November 2017** | | | | | | | | | |
| **Submit application to** | | | | [jobvacancies@etbi.ie](mailto:jobvacancies@etbi.ie) | | | | | | | | | |
| 1. Please complete the ETBI Recruitment Application Form electronically. Handwritten forms will not be accepted. 2. Submit the completed application form in Microsoft Word or pdf format to [jobvacancies@etbi.ie](mailto:jobvacancies@etbi.ie) by the above closing time and date. 3. Applications deemed late will not be accepted. 4. Initial shortlisting will be based on the information provided on this form. 5. Curriculum vitae or any other documents will not be considered at the initial stage of the recruitment competition. 6. Do not change the question numbers or sequence of the application form. 7. Boxes may be expanded as required – please comply with maximum word count requirements. | | | | | | | | | | | | | |
| **Section 1: Personal contact details** | | | | | | | | | | | | | |
| **Name** | | | |  | | | | | | | | | |
| **Postal address** | | | |  | | | | | | | | | |
| **Email address** | | | |  | | | | | | | | | |
| **Mobile phone no.** | | | |  | | | | | | | | | |
| **Section 2: Special requirements** | | | | | | | | | | | | | |
| If you will require special facilities at the interview location (e.g. wheelchair access, sign interpreter, Braille etc.) please specify facilities required here: | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Section 3: Academic, professional or technical qualifications**  Insert details of all your education and/or most relevant qualifications (start with your most recent qualification). | | | | | | | | | | | | | |
| **College, university or examining authority** | | | | | **Results/degree/**  **qualifications obtained** | | | | | **Year qualification was obtained** | | |
|  | | | | |  | | | | |  | | |
|  | | | | |  | | | | |  | | |
|  | | | | |  | | | | |  | | |
|  | | | | |  | | | | |  | | |
|  | | | | |  | | | | |  | | |
|  | | | | |  | | | | |  | | |
|  | | | | |  | | | | |  | | |
|  | | | | |  | | | | |  | | |
|  | | | | |  | | | | |  | | |
| **Section 4: Membership of professional bodies**  Insert details of any professional bodies you are a member of. | | | | | | | | | | | | | |
| **Professional body** | | | | | | | | **Level of membership** | | | | | |
|  | | | | | | | |  | | | | | |
|  | | | | | | | |  | | | | | |
|  | | | | | | | |  | | | | | |
|  | | | | | | | |  | | | | | |
| **Section 5: Employment experience**  Provide below, in date order (starting with your current/most recent employer), full details of all employment experience between the date of leaving school or college and the present date. No period between these dates should be left unaccounted for (exact dates to be given). Insert additional rows if necessary. | | | | | | | | | | | | | |
| **Name of entity** | | | | **Post held** | | **Brief description of duties** | | | **From**  **MM/YYYY** | | | **To**  **MM/YYYY** | |
|  | | | |  | |  | | |  | | |  | |
|  | | | |  | |  | | |  | | |  | |
|  | | | |  | |  | | |  | | |  | |
|  | | | |  | |  | | |  | | |  | |
|  | | | |  | |  | | |  | | |  | |
|  | | | |  | |  | | |  | | |  | |
|  | | | |  | |  | | |  | | |  | |
| **Section 6: Key Competencies**  In this section, we are interested in finding out what you consider to be the key strengths and achievements, which make you particularly suitable for this position having regard of the competencies set out in the Candidate Information Leaflet for this position.  For each of the headings below, please briefly highlight specific key achievements, contributions or expertise you have developed over your career to date that demonstrate your suitability to meet the challenges of this position.  Consider carefully the information provided in the Candidate Information Leaflet before completing this section.  Provide examples of how you meet these requirements **(max 300 words for each category below)**. | | | | | | | | | | | | | |
|  | **Interpersonal and Communication** | | | (Type your response here – max 300 words) | | | | | | | | | |
|  | **Analysis and Decision Making** | | | (Type your response here – max 300 words) | | | | | | | | | |
|  | **Leadership** | | | (Type your response here – max 300 words) | | | | | | | | | |
|  | **Delivery of Results** | | | (Type your response here – max 300 words) | | | | | | | | | |
|  | **Specialist Knowledge Expertise and Self-Development** | | | (Type your response here – max 300 words) | | | | | | | | | |
|  | **Drive and Commitment to Public Sector Values** | | | (Type your response here – max 300 words) | | | | | | | | | |
| **Section 7: Personal statement** | | | | | | | | | | | | | |
| **Include here a personal statement that specifies** any other relevant experience, qualities or attributes in addition to the information provided in the previous sections that you believe support your application for this position **(max 500 words).** | | | | | | | | | | | | | |
| (Type your response here – max 500 words) | | | | | | | | | | | | | |
| **Section 8: References**  Provide the name and contact details of up to three referees one of which should be a recent employer. Referees will only be contacted if you are being offered a position. | | | | | | | | | | | | | |
|  | | **Name** | **Organisation** | | | | **Email** | | | | **Phone** | | |
|  | |  |  | | | |  | | | |  | | |
|  | |  |  | | | |  | | | |  | | |
|  | |  |  | | | |  | | | |  | | |
| **Section 9: Declaration** | | | | | | | | | | | | | |
| By submitting your application form you are declaring that the information provided is true and correct. | | | | | | | | | | | | | |