

**Please carefully note the following instructions:**

* It is imperative that all sections (A, B & C) of this application form are completed in full.
* Save the entire document, noting the file name and its location.
* Once completed and saved you should return to the provided link to apply via our online application portal.
* You will be required to register and upload this application form.
* **Please note that uploading a CV will not be sufficient, you must upload this application form.**

Candidates should note that the information in the application form will play a central part of the short-list process. The decision to include you on the short-list 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.

**SECTION A**

| **Personal Details** |
| --- |
| **Name** |  |
| **Address** |  |
|  |
| **Phone Number** |  |
| **Email** |  |

**Academic, Professional and Technical Qualifications**

Candidates will be required to produce evidence of qualifications on appointment.

Candidates should outline all details regarding Academic, Professional, Technical and Clinical Qualifications.

**Please begin with your most recent qualification**, if required please insert further rows at the bottom of this section to add more qualification records as necessary.

| **Educational Information**University or other Third Level Institute |
| --- |
| **Awarding University, College****or Examining Authority** | **Title of Qualification****and Grade Awarded** | **NFQ Level** | **Years Attended****(DD/MM/YYYY)****From - To** |
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**Employment Record**

Give below, full particulars of all employment (including any periods of unemployment) between the date of leaving school or college and the present date. No period between these dates should be unaccounted for and there is no need to include the experience outlined in the previous section.

In the areas below please highlight only your most relevant experience in relation to the role as it has been described.

**\*Contract Type: P = Permanent, C = Contract, T = Temporary**

**Please begin with your most recent experience,** if required please insert further rows at the bottom of this section to add more qualification records as necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates****(DD/MM/YYYY)****From - To** | **Employer Name & Address** | **Job Title** | **Contract Type\*****P/C/T** | **Description of Relevant Duties** **(Max 300 words)****\*Please include reason for leaving\***  |
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**Further Particulars of Present/Most Recent Post**

Successful candidates may be asked to supply documentary evidence in support of stated salary

|  |  |
| --- | --- |
| **Present Basic Remuneration:** |  |
| **Additional Allowances:** |  |
| **Notice Period Required:** |  |

**Additional Details**

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| --- |
| **Interview Arrangements** Please provide details of any special arrangements in relation to either communications or access which you may require if invited to interview: |
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| **SECTION B** |

**Supplementary Question Section for the post of: Reception & Facilities Officer**

In the following section, we ask you to describe some of your personal achievements to date that demonstrate certain skills and abilities which have been identified as necessary. The skills and abilities are indicated in the headings of questions on the following pages.

Please do not use the same example to illustrate your answer to the 2 questions.

Please note both questions must be answered **(Max 300 words per Question).**

**Questions**

|  |
| --- |
| **Q. 1) Give an example of a difficult customer you dealt with, and how you managed the situation (Max 300 words)** |
|  |
| **Q. 2) Give an example of a time when you had a high workload and how you managed and prioritised your workload (Max 300 words)** |
|  |

**Capabilities**

For each of the areas below, please briefly highlight specific achievements, contributions or expertise you have developed from your career to date that clearly demonstrate your suitability to meet the challenges of this role. The capability framework can be found [HERE](https://www.publicjobs.ie/en/information-hub/capability-framework/clerical-officer):

**(Max 300 words per capabilities)**

|  |
| --- |
| **Q. 1) Delivering Quality Outcomes & Service (Max 300 words)** |
|  |
| **Q. 2) Gathering & Processing Information (Max 300 words)** |
|  |
| **Q. 3) Collaboration, Teamwork & Building Relationships (Max 300 words)** |
|  |
| **Q. 4) Informed Judgement & Decision Making (Max 300 words)** |
|  |

| **General Information** |
| --- |
| **Are there any restrictions on your right to work in Ireland? State Yes or No. If yes, please provide details.** |  |
| **Are you proficient in the Irish Language?***Candidates who indicate that they are proficient in Irish may, if called to final interview, be required to undergo a test in order to verify their ability to communicate effectively in Irish.* |  |
| **Have you previously availed of a Voluntary Early Retirement Scheme or any other Redundancy Scheme in the Public Sector?** |  |
| **If yes, do the terms of the Scheme allow you to apply for this position?** |  |

**Supplementary Information**

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| --- |
| **Where did you hear about this position?** |
| PublicJobs.ie [ ] Irishjobs.ie [ ] Indeed [ ] LinkedIn [ ] Grad Ireland [ ] Active Link [ ] OCO Website [ ] Sigmar Recruitment Website [ ]  | Social Media (Facebook, Twitter, Instagram )[ ] Radio [ ] College Graduate Jobs boards [ ] Irish Times [ ] Dublin Gazette [ ] Word of Mouth [ ] Internal [ ] Other (Please Specify) [ ]  |
| **Please list any other relevant information in support of your application?** |
|  |

**SECTION C**

Before you return the form to the please ensure that you have completed all sections of it and that you have completed the declaration below. The onus is on candidates to establish eligibility in this application form.

* Please do not forward any certificates or references with this form.
* Misstatements or canvassing will render an applicant liable to disqualification.
* The personal data supplied by you on this application form will be stored on computer and will be used only for the purposes registered under the Data Protection Acts, 1988 and 2003.

**Declaration**

I hereby declare that the information given in this form is correct and give my permission for enquiries to be made to establish such matters as age, qualifications, experience and character and for the release by other people or organisations of such information as may be necessary to Sigmar Recruitment Consultants Ltd. for that purpose. This may include enquires from past/present employers. The submission of this application is taken as consent to this. I hereby acknowledge that any information supplied by me during the application process may be made available to the employing authority.

**Name:**

**Date:**