## **Application Form**

Visitor and Security Officer

Clerical Officer, Full Time, Permanent Position

—

Turlough Park, Co Mayo

Appendix 1

### Section 1

#### Personal Details

|  |  |
| --- | --- |
| **Name** | **Telephone** |
|  |  |
| **Postal Address** |
|  |
| **Email\*** |
|  |

\*Note: Your application will be acknowledged by email. All correspondence relating to this competition will be issued by email. Applicants should provide a monitored email address at which they can be contacted for the duration of the competition.

### Section 2

#### Academic/Professional Record

GENERAL EDUCATION

|  |  |  |  |
| --- | --- | --- | --- |
| **School / College Attended** | **Period** | **Examination** | **Results** |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

ACADEMIC AND/OR PROFESSIONAL QUALIFICATIONS

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree/Qualification Held** | **Grade Awarded** | **University, College or Examining Authority** | **Year Obtained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Section 3

#### Employment Details

Employment history, starting with the most recent.

|  |  |  |  |
| --- | --- | --- | --- |
| **Period** | **Company Name** | **Location** | **Role/Title** |
| **From** | **To** |
|  |  |  |  |  |
| **Tasks performed :-** |
| **Reason for leaving :-** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Period** | **Company Name** | **Location** | **Role/Title** |
| **From** | **To** |
|  |  |  |  |  |
| **Tasks performed :-** |
| **Reason for leaving :-** |

#### Employment Details cont’d

|  |  |  |  |
| --- | --- | --- | --- |
| **Period** | **Company Name** | **Location** | **Role/Title** |
| **From** | **To** |
|  |  |  |  |  |
| **Tasks performed :-** |
| **Reason for leaving :-** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Period** | **Company Name** | **Location** | **Role/Title** |
| **From** | **To** |
| 1900 | 2000 | Sample text |  | Sample text |
| **Tasks performed :-** |
| **Reason for leaving :-** |

### Section 4

#### Training & Development Record

|  |  |
| --- | --- |
| **Date** | **Information on relevant training & development** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
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|  |  |
|  |  |

### Section 5

#### Supporting Information

|  |
| --- |
| **Other information to support your application** |
|  |

### Section 6

#### Experience – Clerical Officer Competencies

Please note that details supplied of experience and examples should be aligned with the post you are applying for.

|  |
| --- |
| COMPETENCY 1Team Work |
| **Candidate Name** |  |
| **1. Summarise your experience to date under this competency heading** |
|  |
| **2. Describe two examples that illustrate your competency under this heading** |
|  |

|  |
| --- |
| COMPETENCY 2Information Management & Processing |
| **Candidate Name** |  |
| **1. Summarise your experience to date under this competency heading** |
|  |
| **2. Describe two examples that illustrate your competency under this heading** |
|  |
| COMPETENCY 3Delivery of Results |
| **Candidate name** |  |
| **1. Summarise your experience to date under this competency heading** |
|  |
| **2. Describe two examples that illustrate your competency under this heading** |
|  |

|  |
| --- |
| COMPETENCY 4Customer Service & Communication Skills |
| **Candidate name** |  |
| **1. Summarise your experience to date under this competency heading** |
|  |
| **2. Describe two examples that illustrate your competency under this heading** |
|  |

|  |
| --- |
| COMPETENCY 5Specialist Knowledge, Expertise & Self-Development |
| **Candidate name** |  |
| **1. Summarise your experience to date under this competency heading** |
|  |
| **2. Describe two examples that illustrate your competency under this heading** |
|  |

|  |
| --- |
| COMPETENCY 6Drive & Commitment to Public Service Values |
| **Candidate name** |  |
| **1. Summarise your experience to date under this competency heading** |
|  |
| **2. Describe two examples that illustrate your competency under this heading** |
|  |

### Section 7

#### Candidate’s Declaration

#### I confirm that the above information I have supplied is correct.

|  |  |
| --- | --- |
| **Candidate Signature** | **Date** |
|  |  |