

**APPLICATION FORM**

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|  Competition for **Education Assistant – Bookings and Information**at the National Museum of Ireland Collins Barracks Benburb StreetDublin 7  |

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| Section 1 – Personal Details |

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

\*Note: Your application will be acknowledged by email.

 All correspondence relating to this competition will issue by email.

 Applicants should provide a monitored email address at which they can be contacted for the duration of the competition.

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| Section 2 – Academic/Professional Record |

## General Education

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| **School or College Attended** | Period | **Examination** | **Results** |
| **From** | **To** |
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## Academic and/or Professional Qualification

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| **Degree/Qualification Held** | **Grade Awarded** | **University, College or Examining Authority** | **Year Obtained** |
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| Section 3 – Employment Details |

## Employment History (Begin at the most recent date)

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

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

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

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

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

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| Section 4 – Training & Development Record |

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| **Date** | **Information on relevant training & development**  |
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| Section 5 – Other Information to Support your Application |

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**Experience - Clerical Officer Competencies**

(Please note that details supplied of experience and examples should be aligned to the post you are applying for)

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| Competency 1 – Team Work  |
| **Candidate Name** |  |

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| 1. Summarise your experience to date under this competency heading |
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| 2. Describe two examples that illustrate your competency under this heading |
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| Competency 2 – Information Management/Processing |
| **Candidate Name** |  |

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| 1. Summarise your experience to date under this competency heading |
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| 2. Describe two examples that illustrate your competency under this heading |
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| 1. Summarise your experience to date under this competency heading |
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| 2. Describe two examples that illustrate your competency under this heading |
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| Competency 3 – Delivery of Results |
| **Candidate Name** |  |

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| 1. Summarise your experience to date under this competency heading |
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| 2. Describe two examples that illustrate your competency under this heading |
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| Competency 4 – Customer Service & Communication Skills |
| Candidate Name |  |

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| Candidate’s Declaration |

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

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|  | Signed | Date |
| Candidate |  |  |