

**APPLICATION FORM**

|  |
| --- |
|  Competition for Facilities Officer – Facilities Specialist (Senior Clerk of Works) at the National Museum of IrelandDecorative Arts & HistoryCollins BarracksDublin 7 |

|  |
| --- |
| Section 1 – Personal Details |

|  |  |
| --- | --- |
| 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.

|  |
| --- |
| Section 2 – Academic/Professional Record |

## General Education

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

## Academic and/or Professional Qualification

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

|  |
| --- |
| Section 3 – Employment Details |

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

|  |  |  |  |
| --- | --- | --- | --- |
| 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 :-**  |

|  |  |  |  |
| --- | --- | --- | --- |
| 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 :-**  |

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

|  |
| --- |
| Section 4 – Training & Development Record |

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

|  |
| --- |
| Section 5 – Other Information to Support your Application |

|  |
| --- |
|  |

**Section 6**

**Experience – Executive Officer Competencies**

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

|  |
| --- |
| Competency 1 – People Management  |
| **Candidate Name** |  |

|  |
| --- |
| 1. Summarise your experience to date under this competency heading |
|  |
| 2. Describe two examples that illustrate your competency under this heading |
|  |

|  |
| --- |
| Competency 2 – Analysis & Decision Making |
| **Candidate Name** |  |

|  |
| --- |
| 1. Summarise your experience to date under this competency heading |
|  |
| 2. Describe two example that illustrate your competency under this heading |
|  |

|  |
| --- |
| 1. Summarise your experience to date under this competency heading |
|  |
| 2. Describe two example that illustrate your competency under this heading |
|  |

|  |
| --- |
| Competency 3 –Delivery 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 4 – Interpersonal & 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 5 – SPECIALIST Knowledge, Expertise and 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 6 – DRIVE & Commitment to Public Service Values  |

|  |
| --- |
| Candidate’s Declaration |

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

|  |  |  |
| --- | --- | --- |
|  | Signed | Date |
| Candidate |  |  |