

**Application Form**

**Head of Human Resources – Assistant Principal Officer**

Please read the information booklet carefully

**Part A (HR only)**

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| --- | --- |
| Personal Details |  |
| First Name |  |
| Surname |  |
| Address |  |
| Mobile Number |  |
| Email Address |  |

**Part B – Academic and Employment history**

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| Academic or Professional Qualifications |  |
|  |  |
| Full Title |  |
| Awarding Body |  |
| Year Obtained |  |
| NFQ Level |  |

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| --- | --- |
|  |  |
| Full Title |  |
| Awarding Body |  |
| Year Obtained |  |
| NFQ Level |  |

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|  |  |
| Full Title |  |
| Awarding Body |  |
| Year Obtained |  |
| NFQ Level |  |

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|  |  |
| Full Title |  |
| Awarding Body |  |
| Year Obtained |  |
| NFQ Level |  |

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| --- | --- |
| Employment Details (start with current or last) |  |
| Employer’s Name |  |
| Dates  (permanent/fixed term/temporary) |  |
| Job Title |  |
| Main Duties and responsibilities |  |

|  |  |
| --- | --- |
| Employer’s Name |  |
| Dates  (permanent/fixed term/temporary) |  |
| Job Title |  |
| Main Duties and responsibilities |  |

|  |  |
| --- | --- |
| Employer’s Name |  |
| Dates  (permanent/fixed term/temporary) |  |
| Job Title |  |
| Main Duties and responsibilities |  |



**Part C – Head of Human Resources (Assistant Principal)**

**Competencies, Skills, Knowledge and Experience**

In this part of the application, please provide details on how your professional experience meets the eligibility criteria for this post.

Please provide clear, detailed answers that demonstrate the depth and breadth of your experience in each area below, reflective of the requirements of this post. Please adhere to a word count of 300 words per each competency.

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| 1. Leadership and Strategic and Policy Direction |
| Please outline and example where you used your leadership skills to set HR Strategy and HR Policy Development |
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| 1. Judgement, Analysis and Decision-making |
| Please provide an example which demonstrates your ability to apply sound judgement, expertise in analysing data and an ability to draw relevant conclusions having regard in particular to employer-staff relations. |
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| 1. Management and Delivery of Results |
| Please provide an example which demonstrates your ability to manage and deliver on a staff recruitment campaign and a staff development plan |
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| 1. Interpersonal and Communication Skills |
| Please provide an example which demonstrates your interpersonal and communication skills, with specific reference to your role in employee wellbeing and engagement initiatives. |
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| 1. Specialist Knowledge and Expertise |
| Please outline how you keep your HR knowledge and skills up to date. |
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| 1. Additional Information (Optional) |
| Please provide any additional information you consider relevant to your application. |
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**Declaration**

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| By submitting this application form:  I hereby declare that I fulfil all the requirements set out for this position and that the information provided in this application form is correct.  I understand that if it is subsequently discovered that any statement is false or misleading, I could be disqualified from the selection campaign.  I understand canvassing will disqualify an applicant.  I understand that this completed application form, may be shared with external members of the panel and I consent to same. |

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| --- |
| Name & Signature |
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| --- |
| Date |
|  |

* The onus is on candidates to establish eligibility on this application form.
* Please ensure that you have completed all sections and that you have completed the declaration above.
* Please email the application form to [hr.recruit@hea.ie](mailto:hr.recruit@hea.ie)
* If you have any queries relating to this application form or the information booklet, please contact [hr.recruit@hea.ie](mailto:hr.recruit@hea.ie)
* The deadline for applications is 5pm, Friday 1st July 2022.