

**Application Form**

**Executive Officer- Corporate**

Please read the information booklet carefully and expand word boxes as needed.

**Part A**

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

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

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

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

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

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|  |
| MS Office | SKILL LEVEL *(PLEASE TICK TO INDICATE SKILL LEVEL)* | | | |
| None | Basic | Advanced | Expert |
| Word |  |  |  |  |
| PowerPoint |  |  |  |  |
| Excel |  |  |  |  |
|  |  |  |  |  |
| OTHER  *(provide detail)* |  |  |  |  |

|  |  |
| --- | --- |
| 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 B**

**Executive Officer- Corporate**

**Competencies, Skills, Knowledge and Experience**

In this part of the application, please provide details on how your working experience, voluntary experience, or study 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 250 words per each competency.

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| 1. Interpersonal and Communication Skills Experience |
| Provide an example of a time when you had to use excellent written communication skills. |
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| 1. Delivery of Results Experience |
| Please outline using examples how you delivered results either by managing a project or programme, with emphasis on working under time pressure. |
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| 1. Organisational Skills |
| Please describe a time when you had to complete multiple projects/deadlines at once, focusing on how you manage conflicting demands. |
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| 1. Analysis and Decision-making |
| Can you outline your experience in working with different kinds of information and reports? |
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| 1. Specialist Knowledge and Expertise |
| Please provide details of your specialist knowledge and expertise that help you meet the specific requirements for this post. This post requires experience working with one of the following areas: facilities/records management/health and safety/FOI & GDPR. |
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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. |

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

|  |
| --- |
| 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 [recruit@hea.ie](mailto:recruit@hea.ie)
* If you have any queries relating to this application form or the information booklet, please contact recruit@hea.ie
* The deadline for applications is 12pm, Friday 2nd December 2022