

**Application Form**

 **Executive Officer- HR**

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  |  |

|  |  |
| --- | --- |
|  |  |
| 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- HR**

**Competencies, Skills, Knowledge and Experience**

In this part of the application, please provide details on how your working experience, meets the eligibility criteria for this post. **Please answer all competencies relevant to the EO HR position.**

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.

|  |
| --- |
| 1. Interpersonal and Communication Skills Experience
 |
| Provide an example of a time when you had to use your interpersonal & communication skills to get an important point across. |
|  |

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| --- |
| 1. Delivery of Results Experience
 |
| Please outline using examples how you delivered outcomes with competing deadlines  |
|  |

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| 1. Organisational Skills
 |
| Please outline what makes your day -to day work effective and how you prioritise. |
|  |

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| 1. Analysis and Decision-making
 |
| Please provide an example of how and when you extracted & interpreted information to draw a conclusion |
|  |

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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.  |
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| --- |
| 1. Additional Information (Optional)
 |
| Please provide any additional information you consider relevant to your application. |
|  |

**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
* 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