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| DPP Logo (IRISH FIRST) | | | | | | |
| *APPLICATION FORM* COMPETITION FOR HEAD OF HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT | | | | | | |
|  | **TITLE:** |  | **FIRST NAME:** |  | **SURNAME** |  |
|  |  |  |  |  |  |  |
|  | | | | | | |
|  | **ADDRESS:** | | | | |  |
|  |  | | | | |  |
|  | **E-MAIL:** | | | | |  |
|  |  | | | | |  |
|  | **TELEPHONE:** | | | | |  |
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Please carefully note the following:

It is imperative that all sections of the application are completed in full.

The completed application form should be submitted BY EMAIL to:

[**HR.Mailbox@dppireland.ie**](mailto:Prosecutor2018@dppireland.ie)

**not later than 3:30pm, 30 July 2021**. If you don’t receive an acknowledgement within 24 hours you should contact the HR Unit at 087 2275029 or 087 7196113. Candidates should note that the information in this application form will play a central part of the shortlisting process. The decision to include you on the shortlist of candidates going forward to stage 2 of the process will be determined based on the information you supply at this stage. This information may be discussed with you in more depth, should you be called to interview.

| **1. Academic/Technical/Professional Qualifications:** | | | |
| --- | --- | --- | --- |
| Date obtained and Full Title of Degree(s)/ Qualification(s) held | Subject(s) taken in final examination | Grade obtained (e.g. 1, 2.1, 2.2, Pass, etc.) | University, College or Examining authority |
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**2. Employment Record:**

Outline below, starting with the most recent, full particulars of all employment or self-employment (including any periods of unemployment) between the date of leaving college and the present date. No period between these dates should be unaccounted for. (NOTE: The table below will expand as you type).

| **Dates** | | **Title of post and employer details/self-employment status** | **Main responsibilities and significant features of the post** |
| --- | --- | --- | --- |
| **From** | To |
|  |  |  |  |

3. Competencies

Using the space below, with reference to each of the competency criteria set out in the competition notice, please highlight specific relevant knowledge, experience, skill or achievement or aptitude, which clearly demonstrates your suitability to meet the challenges of the position of Head of Human Resources and Organisational in the Office of the Director of Public Prosecutions.

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| --- |
| **Leadership & Strategic Direction** **(max 300 words)** |
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| **Judgement & Decision Making** **(max 300 words)** |
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| **Management & Delivery of Results (max 300 words)** |
|  |
| **Building Relationships & Communication (max 300 words)** |
|  |
| **Specialist Knowledge, Expertise and Self Development** **(max 300 words)** |
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| 4. Personal Statement: (max 500 words) |
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| **I hereby declare that I fulfil all the requirements set out in the Competition Notice to fill the position of Head of Human Resources and Organisational Development in the Office of the Director of Public Prosecutions and that all information** **given in this form is correct.** |
| Signed: Date: |

***Application Form to Be Returned by Email to “***[**HR.Mailbox@dppireland.ie**](mailto:prosecutor2018@dppireland.ie)***”* “**