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| DPP Logo (IRISH FIRST)  A picture containing text  Description automatically generated | | |
| ***APPLICATION FORM***  **COMPETITION FOR CLERICAL OFFICER** | | |
| Completed application form should be submitted **via the link** at <https://lexconsultancy.ie/clients/odpp/>  not later than 3.30pm, 16 November 2022. If you don’t receive an acknowledgement within 24 hours you should contact [odpp@lexconsultancy.ie](mailto:odpp@lexconsultancy.ie)  **TITLE: FIRST NAME: SURNAME** | | |
|  | **E MAIL:** |  |
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| **TELEPHONE:** |
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You must ensure that all sections of this application form are completed in full.

* I can confirm that I am available for interview between the 23rd & 28th of November.
* I acknowledge and will have no difficulty in successfully completing a two tier garda vetting process that can take 6-9 weeks.
* I can confirm that I am aware that these roles are 100% based on site.

I hereby declare that I wish to apply for the position of Clerical Officer as outlined in the Candidate Information booklet and that the information given in this form is correct.

Name of Applicant: Date:

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| **Please select which panel you are applying for.**  If you wish to be considered for both; tick both. | |
| **Permanent** | **12 month Fixed Term Contract** |

1. **Academic/Technical/Professional Qualifications**

Please list in date order starting with current/most recent qualification

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| **Year & Title of Qualification(s)** | **Grade** | **Institution** |
| Date: |  |  |
| Title: |
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| Date:  Title: |  |  |

1. **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 education and the present date. No period between these dates should be unaccounted for. ‘Emp. No.: 1’ should be your current/most recent employment at the top of the list.

Please copy and paste table to insert additional employments as required.

\*\* P = Permanent, T = Temporary, C = Contract.

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| Emp. No.: 1  Position Title | |  | | | | | | | | |
| Period in Months |  | From | |  | | | To | |  | |
| Employment Status \*\*  (Place a ‘Y’ in the applicable box) | | **P** |  | | **T** |  | | **C** | |  |
| Description of Duties:  Please expand this section as required | |  | | | | | | | | |
| Name & Address of Employer: | |  | | | | | | | | |
| Reason for Leaving: | |  | | | | | | | | |
| Notice Period: | |  | | | | | | | | |
| If a serving public/civil servant, please state current grade & point on the scale: | |  | | | | | | | | |

**FIRST NAME:**

**SURNAME:**

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| Emp. No.: 2  Position Title | |  | | | | | | | | |
| Period in Months |  | From | |  | | | To | |  | |
| Employment Status \*\*  (Place a ‘Y’ in the applicable box) | | **P** |  | | **T** |  | | **C** | |  |
| Description of Duties:  Please expand this section as required | |  | | | | | | | | |
| Name & Address of Employer: | |  | | | | | | | | |
| Reason for Leaving: | |  | | | | | | | | |

**FIRST NAME:**

**SURNAME:**

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| Emp. No.: 3  Position Title | |  | | | | | | | | |
| Period in Months |  | From | |  | | | To | |  | |
| Employment Status \*\*  (Place a ‘Y’ in the applicable box) | | **P** |  | | **T** |  | | **C** | |  |
| Description of Duties:  Please expand this section as required | |  | | | | | | | | |
| Name & Address of Employer: | |  | | | | | | | | |
| Reason for Leaving: | |  | | | | | | | | |

**FIRST NAME:**

**SURNAME:**

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| Emp. No.: 4  Position Title | |  | | | | | | | | |
| Period in Months |  | From | |  | | | To | |  | |
| Employment Status \*\*  (Place a ‘Y’ in the applicable box) | | **P** |  | | **T** |  | | **C** | |  |
| Description of Duties:  Please expand this section as required | |  | | | | | | | | |
| Name & Address of Employer: | |  | | | | | | | | |
| Reason for Leaving: | |  | | | | | | | | |

**FIRST NAME:**

**SURNAME:**

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| Emp. No.: 5  Position Title | |  | | | | | | | | |
| Period in Months |  | From | |  | | | To | |  | |
| Employment Status \*\*  (Place a ‘Y’ in the applicable box) | | **P** |  | | **T** |  | | **C** | |  |
| Description of Duties:  Please expand this section as required | |  | | | | | | | | |
| Name & Address of Employer: | |  | | | | | | | | |
| Reason for Leaving: | |  | | | | | | | | |

**FIRST NAME:**

**SURNAME:**

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| Emp. No.: 6  Position Title | |  | | | | | | | | |
| Period in Months |  | From | |  | | | To | |  | |
| Employment Status \*\*  (Place a ‘Y’ in the applicable box) | | **P** |  | | **T** |  | | **C** | |  |
| Description of Duties:  Please expand this section as required | |  | | | | | | | | |
| Name & Address of Employer: | |  | | | | | | | | |
| Reason for Leaving: | |  | | | | | | | | |

1. **Competencies**

Please complete these sections (with reference to the narrative in each competency criteria set out at Appendix 2 of the Information Booklet) highlighting specific examples which you consider demonstrates your suitability for the role of Clerical Officer.

You are asked to provide an example(s) of what you have done which demonstrates or provides evidence of each competency. It is essential that you describe how you demonstrate the competency in question.

The information you provide will form part of the shortlisting process and will also be used to help structure your interview, if you are invited to one. Therefore, compose your replies carefully and try to structure what you write so that you give specific information about what you have done – for example, do not simply say that “X was successful”, describe exactly what you did and how you demonstrated the skill or quality in question.

For each of your examples, you must structure your answers so as to include the following:

1. The nature of the task, problem or objective;
2. What you actually did and how you demonstrated the competency
3. The outcome or result of the situation and your estimate of the proportion of credit you can claim for the outcome.

**IMPORTANT NOTES:**

* Please do not use the same example to illustrate your answer to more than 2 questions, where possible
* Please try to keep answers to approximately 1 page in length
* Answers to be provided in the box below question

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| **TEAM WORK (Max. 300 words)** |
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| **INFORMATION MANAGEMENT / PROCESSING (Max. 300 words)** |
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| **DELIVERY OF RESULTS (Max. 300 words)** |
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| **CUSTOMER SERVICE & COMMUNICATION SKILLS (Max. 300 words)** |
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| **SPECIALISED KNOWLEDGE, EXPERTISE & SELF DEVELOPMENT (Max. 300 words)** |
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| **DRIVE & COMMITMENT (Max. 300 words)** |
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1. **Additional Information: (Max. 500 words)**

Please provide additional information **NOT ALREADY** referenced in the previous sections of this form which you consider relevant in support of your application.

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| **I hereby declare that I fulfil all the requirements set out in the Competition Notice to fill a position at Clerical Officer in the Office of the Director of Public Prosecutions and that all the information given in this form is correct.** |
| **Name: Date:** |