

**Application Form – Senior Procurement & Projects Advisor**

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| **PERSONAL DETAILS** | | | |
| **Title:** | **Surname:** | | **First name(s):** |
| **Address:** | | **Phone:** **Email:** | |
| Are you an Irish/EEA Citizen? Yes/No If no, are you eligible to work in Ireland? | | How did you hear about this post? | |

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| 1. **APPLICANT DECLARATION** | |
| All information provided in this application is, to the best of my knowledge true and correct.  I understand that should any of the particulars furnished in this application be found to be false or inaccurate in a material particular, action may be taken to withdraw any offer of employment. | |
| **Name:** | **Date:** |
| Your application should include:   * Your completed application form * A covering letter, outlining your suitability for the post   **Please return your completed application and cover letter to:**  HR  Housing Agency  53 Mount Street Upper  Dublin 2  D02 KT73  **Or by email to**: [recruitment@housingagency.ie](mailto:recruitment@housingagency.ie)  **CLOSING DATE IS TUESDAY, 14th NOVEMBER 2017 AT 12.00 NOON** | |

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| 1. **RECENT EMPLOYMENT** - Please detail below, in date order, starting with your current role, full particulars of all employment between the date of leaving college and the present date. No period between those dates should be unaccounted for. Please add new records as required. | | | |
| **EMPLOYER**  (Name & address) | **POSITION**  brief description of duties and achievements | **DATE FROM** | **DATE TO** |
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| **EMPLOYER**  (Name & address) | **POSITION**  brief description of duties and achievements | **DATE FROM** | **DATE TO** |
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| **EMPLOYER**  (Name & address) | **POSITION**  Brief description of duties and achievements | **DATE FROM** | **DATE TO** |
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Please attach additional pages if required.

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| 1. **EDUCATION** | | | |
| **Qualification** | **Academic Institution** | **Course** | **Year** |
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| 1. **PROFESSIONAL MEMBERSHIPS/ASSOCIATIONS** |
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| 1. **REFEREES** Please provide details of two Referees who are known to you.   (Referees will not be contacted unless an offer of employment has been made) | |
| **Referee No. 1** | **Referee No. 2** |
| Name: | Name: |
| Address: | Address: |
| Contact Number: | Contact Number: |
| Email address: | Email address: |
| Relationship to you: | Relationship to you: |

Competency Assessment

In the following sections, you are asked to describe some of your personal achievements to date that demonstrate certain skills and abilities which have been identified as necessary for the position of Senior Procurement & Projects Advisor.

In the spaces provided, briefly set out what you consider to be a good example of how you demonstrated your ability in each of these areas. Your example should include a brief description of the nature of the task/problem, which demonstrated the skill required and the outcome.

Please try not to use the same example to illustrate your answer repeatedly.

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| **Strategic Planning – applies relevant technical expertise to a range of possibilities and fully evaluates future implications of current decisions and actions** |
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| **Project Management - adopts appropriate work methods, systems and processes to ensure the achievement of unit’s goals** |
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| **Leadership –** develops capability of others through goal setting feedback, coaching and creating opportunities for development |
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| **Communication Skills –** presents information in aconfident, logical and convincing manner, both verbally and in writing |
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| **Specialist Knowledge – knowledge of the housing legislative/policy framework in Ireland and knowledge of public sector procurement processes** |
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| **ADDITIONAL INFORMATION**  Please provide any additional information that you deem relevant to your application |
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