

**Application Form – Administrative Officer - Grade 7**

**Affordable Housing**

|  |  |
| --- | --- |
| **PERSONAL DETAILS** | |
| **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? |

|  |  |
| --- | --- |
| **Notes for Applicants:**   * Candidates must provide:   + a covering letter outlining their suitability for the post   + a completed Housing Agency application form * All sections of the application form must be completed. * Applications should be typed and submitted via email in PDF format to [recruitment@housingagency.ie](mailto:recruitment@housingagency.ie). * Applicants will be short-listed based on the information supplied. * Incomplete applications will not be considered for shortlisting. * Applications will not be accepted under any circumstances after the closing date. * Canvassing by or on behalf of the applicant will automatically disqualify.   **Closing date for receipt of applications – Wednesday 26th August 2020 at 12.00 noon** | |
| **APPLICANT DECLARATION AND CONSENT** | |
| 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, action may be taken to withdraw any offer of employment.  I confirm that I have read The Housing Agency’s Privacy Notice available on The Housing Agency’s website and understand how my data will be processed by The Housing Agency for the purposes of this job application. | |
| **Name:** | **Date:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **RECENT EMPLOYMENT** - detail below, in date order, starting with your current role, full particulars of all employment between your date of leaving school/college and the present date. **No period dates should be unaccounted for.** Please add new records as required. | | | |
| **EMPLOYER**  (Name & address) | **POSITION including Grade Held**  Brief description of duties and achievements | **DATES**  **FROM / TO** | **REASON FOR LEAVING** |
|  |  |  |  |
| **EMPLOYER**  (Name & address) | **POSITION including Grade Held**  Brief description of duties and achievements | **DATES**  **FROM / TO** | **REASON FOR LEAVING** |
|  |  |  |  |
| **EMPLOYER**  (Name & address) | **POSITION including Grade Held**  Brief description of duties and achievements | **DATES**  **FROM / TO** | **REASON FOR LEAVING** |
|  |  |  |  |

Please attach additional pages if required.

|  |  |  |  |
| --- | --- | --- | --- |
| **EDUCATION** | | | |
| **Qualification including Grade of Result Obtained** | **Academic Institution/ College** | **Course (including Level in the National Framework of Qualifications)** | **Year** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **PROFESSIONAL MEMBERSHIPS/ASSOCIATIONS** |
|  |

|  |  |
| --- | --- |
| **REFEREES** - Please provide details of two Referees who are known to you, one must be your current or a recent employer. (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 **Administrative Officer – Grade 7, Affordable Housing**.

In no more than 200 words in the space provided under each competency 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.

|  |
| --- |
| **Management and Delivery of Results** -successfully manages a range of different projects and work activities at the same time |
|  |
| **Analysis and Decision Making** -gathers and analyses information from relevant sources, whether financial, numerical or otherwise, weighing up a range of critical factors |
|  |

|  |
| --- |
| **Team Leadership** - leads the team by example, coaching and supporting individuals as required |
|  |

|  |
| --- |
| **Interpersonal and Communication Skills** - builds and maintains relationships with key stakeholders, working within diverse teams, preparing and presenting reports to key stakeholders |
|  |

|  |
| --- |
| **Specialist Knowledge** - Mortgage lending process including underwriting assessment, Housing knowledge including home ownership and approaches to delivering affordable housing or cost rental housing. |
|  |
| **ADDITIONAL INFORMATION**  Please provide any additional information that you deem relevant to your application |
|  |