

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

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

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| **Notes for Applicants:**   1. All sections of the application form must be completed; **incomplete applications will not be considered for shortlisting.** 2. Application forms will **not** be reviewed if the “Applicant Declaration and Consent” below is not signed 3. Applications should be typed and submitted in PDF format to [recruitment@housingagency.ie](mailto:recruitment@housingagency.ie). 4. Applications will not be accepted under any circumstances after the closing date and time. 5. Canvassing by or on behalf of the applicant will automatically disqualify. 6. All information must be provided on the formal application form. Additional information such as CVs, references, and certificates should not be attached to this form. 7. Please refer to the **'Job Specification & Additional Information document** on our websitefor further information on this position.   **Closing date for receipt of applications – Tuesday 28th October at 12 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. | |
| Signed: | Date: |

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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 including Grade Held**  Brief description of duties and achievements | **DATES**  **FROM / TO** | **REASON FOR LEAVING** |
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| **EMPLOYER**  **(Name & address)** | **POSITION including Grade Held**  **Brief description of duties and achievements** | **DATES**  **FROM / TO** | **REASON FOR LEAVING** |
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| **EMPLOYER**  **(Name & address)** | **POSITION including Grade Held**  **Brief description of duties and achievements** | **DATES**  **FROM / TO** | **REASON FOR LEAVING** |
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Please attach additional pages if required.

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| 1. **EDUCATION** | | | |
| **Qualification including Grade of Result Obtained** | **Academic Institution/ College** | **Course (including Level in the National Framework of Qualifications)** | **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, one must be from your current employer, if you are not currently in employment, please provide details of your most recent employer. Contact details must be provided for the Head of HR in your organisation.   (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: |

**COVER LETTER / PERSONAL STATEMENT**

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| Please provide a short cover letter/personal statement (no more than 500 words) outlining why you wish to be considered for this post and where you believe your skills and experience meet the requirements of the post. |
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**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.

In the space provided under each competency briefly outline in 200 words or less what you consider to be a good example of how you demonstrated your ability in each area.

Your example should include a 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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| **Management & Delivery of Results** (max 200 words)– successfully manages a range of different projects and work activities at the same time. |
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| **Analysis and Decision Making (max 200 words)** – gathers and analyses information from relevant sources, whether financial, numerical or otherwise, weighing up a range of critical factors. |
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| **Team Leadership (max 200 words)** – Leads the team by example, coaching and supporting individuals as required. |
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| **Interpersonal and communication skills (max 200 words) –** builds and maintains relationships with key stakeholders, working within diverse teams, preparing, and presenting reports to key stakeholders. |
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| **IT Skills (max 200 words) –** A working knowledge / understanding of IT systems including Microsoft Office packages. |
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| **Specialist Knowledge (max 200 words) -** working knowledge of the public sector governance, procurement and social housing policy in Ireland. |
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| **ADDITIONAL INFORMATION**  Please provide any additional information that you deem relevant to your application |
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