

**Application Form – Communications Manager**

**Administrative Officer – Grade 7**

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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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| **Your Consent**  In order for the Housing Agency to accept your application form, you must provide consent for the Agency to process your job application in line with the Agency Privacy Notice regarding Job Applications.  This statement (the “Privacy Statement”) aims at informing you of how the Housing Agency will use the information you submit when applying for a job at the Housing Agency ("Job  Application Data"). All Job Application Data you submit to the Housing Agency is retained in the Housing Agency.  This Privacy Statement covers any Job Application Data you submit, such as:  • Name, address, email address, telephone number, or other contact information;  • Information contained in your CV or cover letter, such as previous work experience, education, or other information you provide for our consideration;  • Type of employment sought, desired salary, willingness to relocate, or other job preferences, and  • Names and contact information for referrals  It is your responsibility to obtain consent from references before providing their personal information to us. For the avoidance of doubt, the Housing Agency does not wish to receive any confidential or proprietary (or patented) information which you have received from your previous employers.  Only select employees of the Housing Agency - such as your potential future manager(s), employees of the Human Resources Department, and IT (for maintenance purposes only) - and select employees of our external service providers who support the Housing Agency with the administration of recruitment applications, have access to your Job Application Data.  The Housing Agency will not supply any data to any third party other than those identified above without your express authorization.  The Job Application Data you provide will be used to assess your application for employment at the Housing Agency, to verify your information and conduct reference checks, and to communicate with you.  If you accept employment with the Housing Agency the information collected will become part of your employment record and will be used for employment purposes.  Your Job Application Data is stored in our applicant’s data base for two (2) years as from your most recent submission of Job Application Data.  Please tick the box to confirm consent to the Housing Agency processing your application in accordance with the above Privacy Notice.  **Notes for Applicants:**   1. Please complete each section of the form – **typed applications would be preferred and should be submitted in PDF format.** 2. Candidates must provide a covering letter outlining their suitability for the post and a completed application form. Incomplete applications will not be considered for shortlisting. 3. Applications will not be accepted under any circumstances after the closing date.   **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, 8th OCTOBER 2019 AT 12.00 NOON** | |
| 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:** |

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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** |
|  |  |  |  |
| **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 Communications Manager (Administrative Officer – Grade 7).

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.

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| **Communication Skills** - communicates in a fluent, logical, clear and convincing manner, verbally and in writing |
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| **Delivery of Results –** manages and progresses multiple projects and work activities successfully |
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| **Decision Making –** takes account of any broader issues and related implications when making decisions |
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| **Interpersonal Skills** – builds and maintains relationships with key stakeholders to promote and advance the aims of the Housing Agency |
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| **Specialist Knowledge – knowledge of media, media relations and internal communications along with an understanding of the various audiences and key stakeholders of the Agency** |
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| **ADDITIONAL INFORMATION**  Please provide any additional information that you deem relevant to your application |
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