

**APPLICATION FORM**

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|  Competition for Deputy Facilities Officer (Front of House)Clerical Officer Level at the National Museum of Ireland – Country Life Turlough ParkCastlebarCo Mayo |

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| Section 1 – Personal Details |

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| Name |  |
| **Email\*** |  |
| **Telephone** |  |
| **Postal Address**  |  |

\*Note: Your application will be acknowledged by email.

 All correspondence relating to this competition will issue by email.

 Applicants should provide a monitored email address at which they can be contacted for the duration of the competition.

If you will require special facilities at the interview location, please specify special facilities required below:

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| Section 2 – Academic/Professional Record |

## General Education

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| **School or College Attended** | Period | **Examination** | **Results** |
| **From** | **To** |
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## Academic and/or Professional Qualification

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| **Degree/Qualification Held** | **Grade Awarded** | **University, College or Examining Authority** | **Year Obtained** |
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| Section 3 – Employment Details |

## Employment History (Begin at the most recent date)

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| Period | **Company Name**  | **Location**  | **Role/Title**  |
| **From** | **To** |
|  |  |  |  |  |
| **Tasks performed :-**  |
| **Reason for leaving :-**  |

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| Period | **Company Name**  | **Location**  | **Role/Title**  |
| **From** | **To** |
|  |  |  |  |  |
| **Tasks performed :-**  |
| **Reason for leaving :-**  |

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| --- | --- | --- | --- |
| Period | **Company Name**  | **Location**  | **Role/Title**  |
| **From** | **To** |
|  |  |  |  |  |
| **Tasks performed :-**  |
| **Reason for leaving :-**  |

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| --- | --- | --- | --- |
| Period | **Company Name**  | **Location**  | **Role/Title**  |
| **From** | **To** |
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| **Tasks performed :-**  |
| **Reason for leaving :-**  |

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| --- | --- | --- | --- |
| Period | **Company Name**  | **Location**  | **Role/Title**  |
| **From** | **To** |
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| **Tasks performed :-**  |
| **Reason for leaving :-**  |

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| Section 4 – Training & Development Record |

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| **Date** | **Information on relevant training & development**  |
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| Section 5 – Other Information to Support your Application e.g. voluntary work, experience in the cultural or tourism sectors  |

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**Section 6 - Experience – Deputy Facilities Officer (DFO) Competencies**

(Please note that details supplied of experience and examples should be aligned to the post you are applying for)

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| **Competency 1** **– Teamwork** |
| **Candidate Name** |  |

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| 1. Summarise your experience to date under this competency heading using the headings provided  |
| 1. Title or role – position you held.
2. Responsibilities – brief description of duties and responsibilities you had.
 |
| 2. Describe two examples that illustrates your competency using the following headings  |
|  **Example 1**1. A brief description of the situation or issue you dealt with
2. The approach you took and the skills and knowledge you used
3. The outcome achieved

**Example 2**1. A brief description of the situation or issue you dealt with
2. The approach you took and the skills and knowledge you used
3. The outcome achieved
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| **Competency 2 – Information Management / Processing** |
| **Candidate Name** |  |

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| 1. Summarise your experience to date under this competency heading |
| 1. Title or role – position you held.
2. Responsibilities – brief description of duties and responsibilities you had.
 |
| 2. Describe two example that illustrates your competency under this heading |
| **Example 1**1. A brief description of the situation or issue you dealt with
2. The approach you took and the skills and knowledge you used
3. The outcome achieved

**Example 2**1. A brief description of the situation or issue you dealt with
2. The approach you took and the skills and knowledge you used
3. The outcome achieved
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| 1. Summarise your experience to date under this competency heading |
| 1. Title or role – position you held.
2. Responsibilities – brief description of duties and responsibilities you had.
 |
| 2. Describe two example that illustrates your competency under this heading |
| **Example 1**1. A brief description of the situation or issue you dealt with
2. The approach you took and the skills and knowledge you used
3. The outcome achieved

**Example 2**1. A brief description of the situation or issue you dealt with
2. The approach you took and the skills and knowledge you used
3. The outcome achieved
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| **Competency 3** **– Delivery of Results** |
| **Candidate Name** |  |

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| 1. Summarise your experience to date under this competency heading |
| 1. Title or role – position you held.
2. Responsibilities – brief description of duties and responsibilities you had.
 |
| 2. Describe two examples that illustrates your competency under this heading |
| **Example 1**1. A brief description of the situation or issue you dealt with
2. The approach you took and the skills and knowledge you used
3. The outcome achieved

**Example 2**1. A brief description of the situation or issue you dealt with
2. The approach you took and the skills and knowledge you used
3. The outcome achieved
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| **Competency 4** **– Customer Service & Communication Skills** |
| Candidate Name |  |

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| 1. Summarise your experience to date under this competency heading |
| 1. Title or role – position you held.
2. Responsibilities – brief description of duties and responsibilities you had.
 |
| 2. Describe two examples that illustrates your competency under this heading |
| **Example 1**1. A brief description of the situation or issue you dealt with
2. The approach you took and the skills and knowledge you used
3. The outcome achieved

**Example 2**1. A brief description of the situation or issue you dealt with
2. The approach you took and the skills and knowledge you used
3. The outcome achieved
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| **Competency 5** **– Specialist Knowledge, Expertise and Self Development** |
| **Candidate Name** |  |

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| 1. Summarise your experience to date under this competency heading |
| 1. Title or role – position you held.
2. Responsibilities – brief description of duties and responsibilities you had.
 |
| 2. Describe two examples that illustrates your competency under this heading |
| **Example 1**1. A brief description of the situation or issue you dealt with
2. The approach you took and the skills and knowledge you used
3. The outcome achieved

**Example 2**1. A brief description of the situation or issue you dealt with
2. The approach you took and the skills and knowledge you used
3. The outcome achieved
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| **Competency 6** **– Drive & Commitment to Public Service Values** |

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| Section 7 Candidate’s Declaration |

I confirm that the above information I have supplied is correct.

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|  | Signed | Date |
| Candidate |  |  |