**Application Form – Research Placement Specified Purpose Contract – June 2025**

Candidates must clearly outline in their application form how their qualifications and experience meet both the essential criteria and competencies required for the position as detailed in the candidate information booklet.

Notes for Applicants:

1. The close date for completed applications is 12noon on Tuesday, 15th April 2025
2. Please complete each section of the form in no smaller than size ten font.
3. Candidates must complete all sections of this form. Curriculum Vitae will not be reviewed either as a substitute or in addition to this form.
4. Applications are to be emailed to [careers@injuries.ie](mailto:careers@injuries.ie) with the subject line title Specified Purpose Contract – Research Placement
5. If you have a disability and this precludes you from completing this application form and/or submitting it by the closing date, please contact Human Resources at [careers@injuries.ie](mailto:careers@injuries.ie) or our Access Officer Ian Head at [ian.head@injuries.ie](mailto:ian.head@injuries.ie) for alternative arrangements and/or reasonable adjustments in advance of the closing date.
6. Please read the candidate information booklet, which provides useful information about the essential requirements of this post.
7. The Selection Panel will not review responses of more than the stated 250-word limit (per section), applications submitted after the close date or incomplete applications.
8. All information will be treated with the strictest confidence.
9. Candidates should note that the information in the application form will play a central part in the short-listing process. The decision to include you on the short-list of candidates going forward to the next stage of the process will be determined based on the information you supply at this stage. The information may be discussed in more depth should you be called for an interview.

**Educational Qualifications & Training (Most recent first)**

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| --- | --- | --- | --- | --- |
| 1. **Contact details** | | | | |
| **Name** | |  | | |
| **Phone Number** | |  | | |
| **Address** | |  | | |
| **Email Address** | |  | | |
| **Are there any restrictions on your right to work in this country?** | |  | | |
| **2. Educational Qualifications & Training (Most recent first)** | | | |
| **Qualifications / Award** | **Institution** | | **Year** |
|  |  | |  |
| Subjects Taken |  | |  |
|  |  | |  |
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|  |  | |  |

Please detail below, in date order (starting with your current role), full details of all employment (including any periods of unemployment (between the date of leaving school or college and the present date.)

| **3. EMPLOYMENT HISTORY (Most recent first)** | | | |
| --- | --- | --- | --- |
| **Employer Name** |  | | |
| **Employer Address** |  | | |
| **Position** |  | | |
| **Start Date** (Day, Month and Year) |  | **End Date** (Day, Month and Year) |  |
| **Brief Summary  of Role** (Max 200 words – please note only the first 200 words will be considered as part of the application) |  | | |
| **Reason for Leaving** |  | | |

Having read through the competencies that are described in the accompanying information booklet, please briefly (**max. 250 words per section**) highlight relevant work or educational experience, including specific achievements or contributions that you have made during your career to date, which demonstrate your suitability to meet the objectives of this role.

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| --- |
| **About You**  Please give a brief outline (approx. 250 words) of why you are interested in this position and of how your personal qualities and experiences would be of value and relevance to this position. Additionally, we would appreciate it if you could highlight how, you demonstrate a commitment to Public Service values and your drive to contribute the Research Placement. |
|  |
| **Specialist Knowledge, Expertise or Self-Development**  Please provide an example, in the space below, that demonstrates your relevant academic or practical experience for the research placement. Please draw on an example from one of the following areas: compiling or contributing to research projects/publications or experience in working with statistics or data analysis. |
|  |
| **Teamwork**  Please provide an example that demonstrates your ability to work co-operatively within a group to achieve goals in a respectful manner. |
|  |
| **Delivery of Results**  In the space below, please give an example which demonstrates your practical experience of completing work to a high standard while meeting deadlines. |
|  |
| **Communication Skills**  Effective communication is the ability to actively listen to, understand, and communicate with others in a manner that conveys the key messages and is appropriate to the audience.  Please provide an example that demonstrates your ability to effectively communicate, both verbally and in writing, with individuals and groups. |
|  |

I hereby declare that the information given in this form is correct and give my permission for enquiries to be made to establish such matters as, experience, absence rates, qualifications and character and for the release by other people of such information as may be necessary to the Selection Panel of the Injuries Resolution Board. The submission of this application is taken as consent to this.

**Signature:**  **\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Injuries Resolution Board is an equal opportunities employer**

Please return this completed application form to [careers@injuries.ie](mailto:careers@injuries.ie) by 12noon on Tuesday, 15th April 2025