**Executive Officer in Human Resources, PIAB**

Notes for Applicants:

1. Please complete each section of the form, **typed application forms would be preferred**
2. All information will be treated with the strictest confidence.
3. All sections of this form should be completed in full. Curriculum Vitae will not be reviewed either as a substitute or in addition to this form.
4. Candidates who do not demonstrate the required competence as detailed in the job description and in the Competency Assessment section of this application form will not be progressed further for consideration.
5. Candidates should note that the information in the application form will play a central part of 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 to interview

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| Section 1 – Personal Details |

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| --- | --- |
| Name |  |
| **Current address** |  |
| **Email** |  |
| **Telephone (Mobile)** |  |
| **Current Title/Role** |  | Date of Appointment |  |
| **Are there any restrictions for you to work in hits country:** |  |

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| Section 2 – Academic/Professional Record |

## Academic and /or Professional Qualification

**Essential Qualification – which fulfils eligibility criteria for this competition**

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| --- | --- | --- | --- |
| **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 | **Employer** | **Title/Role** | **Responsibilities** |
| **From** | **To** |
|  |  |  |  |  |
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| Section 4 – Key Experience and Competency Framework |

**Please consider the information provided in the Candidate Information Booklet relating to this role carefully before completing this section.**

Having read the Competency Framework for the role of Executive Officer and thought about the demands of the role, you are requested to demonstrate specific evidence of achievement and strengths, which you consider make you particularly suitable for the position. The competencies that have been agreed for the grade of Executive Officer are:

* Team Work
* Analysis & Decision Making
* Delivery of Results
* Interpersonal & Communication Skills
* Specialist Knowledge, Expertise and Self-Development

**The Competency Framework is outlined in Appendix 1 of the Candidate Information Booklet.**

For each competency area you are required to complete two sections:

* In the first section you should **summarise your experience relevant to the Executive Officer Human Resources role** under the competency heading; and
* In the second section, you should **provide one example that illustrates your competency relevant to the Executive Officer Human Resources** under the heading, by describing the background/nature of the task/operation/problem/objective, your specific involvement and contribution to the outcome.

Candidates should note that there is a **strict** word limit in each of these sections and candidates may be penalised for exceeding this limit.

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| Breadth of experience to support your Application |
| Summarise your experience to date relevant to the Executive Officer Human Resources role(Maximum 300 words) |
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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 successful candidate for the position of Executive Office in Human Resources.

In the spaces below, briefly set out what you consider to be good examples of how you have demonstrated your ability in each of the areas 1 to 5. Your examples should include a brief description of the nature of the task/problem, which demonstrates the skill required and the outcome.

You should structure your answers under the various sections on the page ensuring that you provide specific information about what you have achieved.

Please try not to use the same example to illustrate your answer repeatedly.

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| 1. Team Work
 |
| (a) Summarise your experience to date relevant to the Executive Officer Human Resources role under this competency heading (Maximum 200 words) |
|  |
| (b) Describe one example that illustrates your competency relevant to the Executive Officer Human Resources role under this heading, describing the background/nature of the task/operation/ problem/objective, your specific involvement and contribution to the outcome (Maximum 200 words) |
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| 1. Analysis and Decision Making
 |
| (a) Summarise your experience to date relevant to the Executive Officer Human Resources role under this competency heading (Maximum 200 words) |
|  |
| (b) Describe one example that illustrates your competency relevant to the Executive Officer Human Resources role under this heading, describing the background/nature of the task/operation/ problem/objective, your specific involvement and contribution to the outcome (Maximum 200 words) |
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| 1. Delivery of Results
 |
| (a) Summarise your experience to date relevant to the Executive Officer Human Resources role under this competency heading (Maximum 200 words) |
|  |
| (b) Describe one example that illustrates your competency relevant to the Executive Officer Human Resources role under this heading, describing the background/nature of the task/operation/ problem/objective, your specific involvement and contribution to the outcome (Maximum 200 words) |
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| 1. Interpersonal and Communication Skills
 |
| (a) Summarise your experience to date relevant to the Executive Officer Human Resources role under this competency heading (Maximum 200 words) |
|  |
| (b) Describe one example that illustrates your competency relevant to the Executive Officer Human Resources role under this heading, describing the background/nature of the task/operation/ problem/objective, your specific involvement and contribution to the outcome (Maximum 200 words) |
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| 1. Specialist Knowledge, Expertise & Self Development
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| (a) Summarise your experience to date relevant to the Executive Officer Human Resources role under this competency heading (Maximum 200 words) |
|  |
| (b) Describe one example that illustrates your competency relevant to the Executive Officer Human Resources role under this heading, describing the background/nature of the task/operation/ problem/objective, your specific involvement and contribution to the outcome (Maximum 200 words) |
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| Supplementary Information |
| Please provide a short (i.e. no more than 300 words) cover letter/personal statement outlining why you wish to be considered for the post and where you believe your technical skills and experience meet the requirements as outlined in the job description for the position of Executive Officer in Human Resources  |
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| Candidate’s Declaration |

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 Personal Injuries Assessment Board. The submission of this application is taken as consent to this.

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

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

**PIAB is an equal opportunities employer**

Please return this completed application form to careers@piab.ie **12noon local time on Monday, 12th September 2022**