**Application Form**

**Position Applied For: Clerical Officer –**

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 technical competence as detailed in the job description and Part 1 of 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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| **Personal Details** **Name:** **Address****Day Time Contact Number:****Email address:****Are there any restrictions on your right to work in this county?** |

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| **Academic, Professional or Technical Qualifications:** **Please fully complete this section.** |
| Date obtained and full title of Qualification/Degree(s) held | Subjects taken in final examination: | University, College or Examining Authority and Grade Obtained (e.g. 1,2.1, 2.2, Pass, etc.) |
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Please detail below, in date order **(starting with your current role),** full particulars of all employment (including any periods of unemployment (between the date of leaving school or college and the present date.)

No period between these dates should be unaccounted for. You may add new records as required

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| **Employment Record**  |
| Name and address of employer  |
| Title of position held: |  |
| Dates of employment: | From: To: |
| Description of main responsibilities : |
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| Name and address of employer  |
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| Dates of employment: | From: To: |
| Description of main responsibilities : |

**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 Clerical Officer.

In the spaces below, briefly set out what you consider to be a good example of how you demonstrated your ability in each of the areas 1 to 4. Your example should include a brief description of the nature of the task/problem, which demonstrated 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. **Technical Skills relevant to role:**

**Please note, that candidates who do not demonstrate the required experience in this section, will not be progressed further:**In the space below, please give examples from you own experience which demonstrates your practical experience of following procedures and protocols and completing work in a timely manner and working with a high volume case load of data entry and data processing. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **2. Organising and Planning** A Clerical Officer (CO) will be required to organise their time effectively, prioritise workload and set realistic timescales to deliver to set time lines. In the space below, please give an example of a situation which demonstrates your ability to complete work accurately and in a timely manner and your ability to identify and appreciate the urgency and importance of different tasks |
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| 1. **Working effectively with Others**

A Clerical Officer will demonstrate an ability to work co-operatively and collaboratively within and across the PIAB and contributing positively to achieving the Board’s goals in a respectful manner. The successful candidate will be required to demonstrate a team-oriented approach to all work, and to display diplomacy and courtesy when interacting with others.In the space below, please give an example of a situation which demonstrates this competency e.g. how you have shown respect for colleagues and brought your experience/expertise from previous projects to bear on existing issues |
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| 1. **Interpersonal Skills and Communication**

Effective communication is the ability to communicate with others in a manner that conveys the key messages and is appropriate to the audience. Effective communication will lead to the high quality and accessible service of the Board.A Clerical Officer must show an ability to effectively communicate, both verbally and in writing, with individuals and groups. In the space below, please give an example of a situation which demonstrates that you possess these skills |
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5.) Please provide below a short (i.e. no more than 500 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 Clerical Officer in the Personal Injuries Assessment Board

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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 or organisations of such information as may be necessary to the PIAB for that purpose. This may include enquiries to past/present employers. The submission of this application is taken as consent to this.

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

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

PIAB is an equal opportunities employer and welcomes applications from people with disabilities.

Please return this completed application form with the email subject title “Clerical Officer” to careers@injuriesboard.ie by **12noon on Friday, 20th September 2019**