**Clerical Officer (Clonakilty) 2020**

**Please carefully note the following instructions:**

**It is imperative that all sections (A, B & C) of this application form are completed in full.**

**Save the entire document, noting the file name and its location.**

**Once completed and saved you should return to the provided link to apply via our online application portal.**

**You will be required to register and upload this application form.**

**Please note that uploading a CV will not be sufficient, you must upload this application form.**

**Candidates should note that the information in the application form will play a central part of the short-list process. The decision to include you on the short-list of candidates going forward to stage 2 of the process may be determined based on the information you supply at this stage. This information may be discussed in more depth, should you be called to interview.**

**SECTION A**

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| --- | --- | --- | --- | --- |
| **Full Name**  (*Title* *Mr, Mrs, Miss, Dr. Other)* |  | | | |
| **Telephone**  **Mobile, Home, Work (if applicable)** | **Mobile** | **Home** | | **Work** |
| **Address for Correspondence** |  | | | |
| **Email address** (*please ensure this is the correct email as this will be used to contact you*) |  | | | |
| **Work Permit**  *Are there any legal restrictions on your right to work in this country* | **Yes** | | **No** | |
| **Have you previously availed of a voluntary Early Retirement Scheme or any other Redundancy scheme in the Public Sector?** | **Yes** | | **No** | |
| **Are you proficient in the Irish Language?**  *Candidates who indicate that they are fluent in Irish will, if called to final interview be required to undergo a test in order to verify their ability to communicate effectively in Irish* | **Yes** | | **No** | |

**Academic, Professional and Technical Qualifications**

**Candidates will be required to produce evidence of qualifications on appointment**

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| **Educational Information (Secondary Education)** | | | |
| **Name & Address of School** | **Years attended** | **Qualification** | **Summary of Results** |
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| **Please start the list with your most recent qualification**  **Educational Information Continued**  University or other Third Level Institute | | | |
| --- | --- | --- | --- |
| **Name & Address of Institute** | **Years Attended** | **Qualification Obtained** | **Summary of Results Obtained** |
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**Employment Record**

*Give below, full particulars of all employment (including any periods of unemployment) between the date of leaving school/college and the present date. No period between these dates should be unaccounted for.*

**Please start with your most recent employment**

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| **Date (DD/MM/YYYY)** | **Name and address of employer and nature of work. (please include contract type)** | **Job Title and Description of relevant duties (please include reason for leaving)** |
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|  |  |  |
| **Date (DD/MM/YYYY)** | **Name and address of employer and nature of work. (please include contract type)** | **Job Title and Description of relevant duties (please include reason for leaving)** |
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| --- | --- | --- |
| **Date (DD/MM/YYYY)** | **Name and address of employer and nature of work. (please include contract type)** | **Job Title and Description of relevant duties (please include reason for leaving)** |
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| --- | --- | --- |
| **Date (DD/MM/YYYY)** | **Name and address of employer and nature of work. (please include contract type)** | **Job Title and Description of relevant duties (please include reason for leaving)** |
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**Successful candidates may be asked to supply documentary evidence in support of stated salary**

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| --- | --- |
| **Present Basic Remuneration** |  |
| **Additional Allowances** |  |
| **Notice Period** |  |

**Additional Information**

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| **Interview Arrangements**  Please provide details of any special arrangements in relation to either communications or access which you may require if invited to interview: |
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| **Have you previously applied for a position in the Sea Fisheries Protection Authority?**  If yes, please specify position/s applied for and date/s of application: |
|  |

**SECTION B**

**Supplementary Question Section for the post of:**

**Clerical Officer 2020**

**Please briefly highlight specific achievements, contributions or expertise you have developed from your career to date that clearly demonstrate your suitability to meet the challenges of this role.**

**Please do not use the same example to illustrate your answer to more than 2 questions.**

**Please note all questions must be answered.**

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| **Q 1) Teamwork** |
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| **Q 2) Information Management/Processing** |
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| **Q 3) Delivery of Results** |
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| **Q 4) Customer Service & Communication Skills** |
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| **Q 5) Specialist Knowledge, Expertise and Self Development** |
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| **Q 6) Drive and Commitment to Public Service Values** |
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**SECTION C**

**Please Note;**

**Before you return the form please ensure that you have completed all sections of it and that you have completed the declaration below. The onus is on candidates to establish eligibility in this application form.**

* **Please do not forward any certificates or references with this form.**
* **Misstatements or canvassing will render an applicant liable to disqualification.**
* **The personal data supplied by you on this application form used solely in processing your candidature and as part of the recruitment process, certain information you provide will be forwarded to the employing organisation. Such information held by Sigmar and the employing organisation is subject to the rights and obligations set out in the Data Protection Act 2018. For more information on how Sigmar may process and store your data, please refer to** <https://www.sigmarrecruitment.com/privacy-statement>.

**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 age, qualifications, experience and character and for the release by other people or organisations of such information as may be necessary to Sigmar Recruitment Consultants Ltd. for that purpose. This may include enquires from past/present employers. The submission of this application is taken as consent to this. I hereby acknowledge that any information supplied by me during the application process may be made available to the employing authority.**

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| --- | --- |
| **Signature: (can be typed in)** |  |
| **Name:**  In Block Capitals |  |
| **Date:** |  |