As part of the application process, an application must be completed and returned by email to [charitiesregulator@cpl.com](mailto:charitiesregulator@cpl.com) before the closing date of the 30th of November at 5pm

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| **PERSONAL DETAILS** |

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| --- | --- |
| First Name: |  |
| Last Name: |  |
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| Postal Address for Correspondence: |  |
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| Mobile Telephone |  |

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| --- | --- |
| Email address |  |

**European Economic Area (EEA)**

Are you an EEA (European Economic Area) National? Y  N

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| **QUALIFICATIONS & ELIGIBILITY CRITERIA** |

Please indicate below how your qualifications and professional experience meet the eligibility criteria for the role. Please note, in order to pass the application stage, it is required for applicants to answer yes to the questions below.

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| A minimum of two years’ experience working in government department or other public body in a similar role | Y  N |
| Working knowledge of the statutory requirements applicable to public bodies under Data Protection and Freedom of Information Law | Y  N |
| Demonstrate ability to draft internal briefings and formal written correspondence to a high standard | Y  N |
| Have excellent IT skills | Y  N |

Please list your educational achievements / awards from your final school exam to present.

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| --- | --- | --- | --- | --- |
| **Dates**  **From/To** | **Educational Institution** | **Conferring**  **Body** | **Course of Study** | **Qualification Achieved** |
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| **CAREER OVERVIEW** |

Please ensure your full career history is clearly outlined below (e.g. if you took a career break or spent time out of work, please include this information so there are **no gaps in your career history** from when you left full-time education to present date).

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| **Dates**  **From/To** | **Title** | **Employer** |
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**Detailed Career History - please begin by listing the most recent first.**

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| **Job Title:**  **Grade/ Management Level *(if applicable):*** | |
| **Employer(s) & Department Name:** | |
| **From (DD/MM/YY):** | **To (DD/MM/YY):** |
| Main Roles & Responsibilities: | |

|  |  |
| --- | --- |
| **Job Title:**  **Grade/ Management Level *(if applicable):*** | |
| **Employer(s) & Department Name:** | |
| **From (DD/MM/YY):** | **To (DD/MM/YY):** |
| Main Roles & Responsibilities: | |

|  |  |
| --- | --- |
| **Job Title:**  **Grade/ Management Level *(if applicable):*** | |
| **Employer(s) & Department Name:** | |
| **From (DD/MM/YY):** | **To (DD/MM/YY):** |
| Main Roles & Responsibilities: | |

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| --- | --- |
| **Job Title:**  **Grade/ Management Level *(if applicable):*** | |
| **Employer(s) & Department Name:** | |
| **From (DD/MM/YY):** | **To(DD/MM/YY):** |
| Main Roles & Responsibilities: | |

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| --- | --- |
| **Job Title:**  **Grade/ Management Level *(if applicable):*** | |
| **Employer(s) & Department Name:** | |
| **From (DD/MM/YY):** | **To(DD/MM/YY):** |
| Main Roles & Responsibilities: | |

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| **COMPETENCIES, ABILITIES AND EXPERIENCE** |

In the spaces below, briefly describe what you consider to be a good example of demonstrating your ability in each of the competency areas. A summary definition of each competency area is provided for your information. Remember the examples you provide may be discussed in more depth at interview.

Further information regarding competencies is available in Appendix A of the candidate booklet

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| |  | | --- | | **COMPETENCY: TEAM LEADERSHIP**  Works with the team to facilitate high performance, developing clear and realistic objectives and addressing and performance issues if they arise.  *In the space below, please give an example of a situation where you best demonstrated your ability in this area (Max 300 words – please note only the first 300 words will be considered as part of the application*) | |  |  |  | | --- | | **COMPENTENCY: JUDGEMENT, ANALYSIS, & DECISION MAKING**  Gathers and analyses information from relevant sources, whether financial, numerical, or otherwise weighing up a range of critical factors. Uses previous knowledge and experience in order to guide decisions.  *In the space below, please give an example of a situation where you best demonstrated your ability in this area (Max 300 words – please note only the first 300 words will be considered as part of the application)* | |  |  |  | | --- | | **COMPENTENCY: MANAGEMENT & DELIVERY OF RESULTS**  Takes responsibility and is accountable for the delivery of agreed objectives. Successfully manages a range of different projects and work activities at the same time.  Is logical and pragmatic in approach, delivering the best possible results with the resources available.  *In the space below, please give an example of a situation where you best demonstrated your ability in this area (Max 300 words – please note only the first 300 words will be considered as part of the application)* | |  |  |  | | --- | | **COMPETENCY: INTERPERSONAL AND COMMUNICATION SKILLS**  Builds and maintains contact with colleagues and other stakeholders to assist in performing role. Acts as an effective link between staff and senior management  *In the space below, please give an example of a situation where you best demonstrated your ability in this area (Max 300 words – please note only the first 300 words will be considered as part of the application)* | |  |  |  | | --- | | **COMPENTENCY: SPECIALST KNOWLEDGE, EXPERTISE AND SELF DEVELOPMENT**  Has a clear understanding of the role’s objectives and targets of self and the team and how they fit into the work of the unit and Department/ Organisation  *In the space below, please give an example of a situation where you best demonstrated your ability in this area (Max 300 words – please note only the first 300 words will be considered as part of the application* | |  |  |  | | --- | | **COMPETNETCY: DRIVE, COMMITMENT TO PUBLIC SERVICE VALUES**  Strives to perform at a high level, investing significant energy to achieve agreed objectives. Demonstrates resilience in the face of challenging circumstances and high demands  *In the space below, please give an example of a situation where you best demonstrated your ability in this area (Max 300 words – please note only the first 300 words will be considered as part of the application* | |  | |

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| **DESIRABLE CRITERIA**  Provide details of how you meet the desirable criteria as outlined in the booklet  *(Max 300 words – please note only the first 300 words will be considered as part of the application)* |
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| **DECLARATION** |

In order for your application to be considered it is essential to tick that you confirm all of the below statements. Please refer to the sections on eligibility to compete and certain restrictions on eligibility in the booklet.

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| --- | --- | --- |
| I have not availed of an ex-gratia Redundancy Payment from a public service appointment in the last two years | Confirm |  |
| I have not availed of the Incentivised Scheme for Early Retirement (ISER) | Confirm |  |
| Department of Health and Children Circular (7/2010)  I confirm that  a) I have not availed of the Voluntary Early Retirement (VER)  Scheme, **and**  b) I have not availed of the Voluntary Redundancy Schemes (VRS) in  the past 7 years | Confirm  Confirm |  |
| Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013)  I confirm that  a) I have not previously availed of the Voluntary Early Retirement (VER) Scheme, or  b) I have availed previously of the VER Scheme, and a period of 2 years from date of departure has been completed | Confirm |  |
| I can produce satisfactory documentary evidence of all qualifications as essential requirements to this role | Confirm |  |
| I am agreeable to disclosing any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or any applicable payment-in-lieu, in respect of service in any Public Service employment | Confirm |  |

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| In submitting this application form, I declare to the best of my knowledge and belief all particulars I have given are complete and true.  I understand that any false declaration, misleading statement, or significant omission may disqualify me from employment and render me liable to dismissal.  I understand that any job offer is subject to successfully securing satisfactory references, a pre-employment medical examination and successful completion of required probationary period. | | | | |
| Signed: |  | **Date:** |  |