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 **5pm on the 20th January 2022**. The application form must be completed in full.

In this Application Form you should provide clear detail on how you meet the essential and desirable criteria, by reference to the content of the Information Booklet for the role applied for. Please ensure that you provide all relevant information in a clear manner to allow assessment of your application for the position.

*Please note that all personal data shall be treated as confidential in accordance with the provisions of the Data Protection Acts.*

|  |  |
| --- | --- |
| **Position Applied For:** | **Head of Concerns & Enforcement** |
|  | |
| **PERSONAL DETAILS** | |

|  |  |
| --- | --- |
| First Name: |  |
| Last Name: |  |
| Email address: |  |
| Contact Number: |  |

**European Economic Area (EEA)**

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

Please list your third level educational achievements / awards in reverse chronological order and indicate below how your qualifications meet the essential educational requirements for the role. Add extra rows if required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates**  **From/To** | **Educational Institution *(include Conferring Body if different)*** | **Course of Study** | **National Framework of Qualifications - Level** | **Qualification Achieved** |
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| **CAREER OVERVIEW** |

*Please ensure your full career history, in reverse chronological order, is clearly outlined below (e.g. if you took a career break, 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). Add extra lines if required.*

|  |  |  |  |
| --- | --- | --- | --- |
| **From**  **(DD/MM/YY)** | **To**  **(DD/MM/YY)** | **Title** | **Employer** |
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**Detailed Career History – *please begin by listing the most recent first. Please copy the table below for each position.* Please include detail that demonstrates how each role position meets any of the essential and/or desirable criteria detailed in the Information Booklet for the role.**

|  |  |  |
| --- | --- | --- |
| **Job Title: Description of level/grade/ *(if applicable):***  **Number of direct staff reports *(if applicable):*** | | |
| **Employer(s) Name & Address:**  **Department/Unit:** | | |
| **From (DD/MM/YY):** | | **To (DD/MM/YY):** |
| **Reason for Leaving:** |  | |
| **Notice Period:** |  | |
| Please provide detail in respect of your key **responsibilities** and **achievements**: *(Max 300 words – please note only the first 300 words will be considered as part of the application*) | | |

|  |  |  |
| --- | --- | --- |
| **Job Title: Description of level/grade/ *(if applicable):***  **Number of direct staff reports *(if applicable):*** | | |
| **Employer(s) Name & Address:**  **Department/Unit:** | | |
| **From (DD/MM/YY):** | | **To (DD/MM/YY):** |
| **Reason for Leaving:** |  | |
| Please provide detail in respect of your key **responsibilities** and **achievements**: *(Max 300 words – please note only the first 300 words will be considered as part of the application*) | | |

|  |  |  |
| --- | --- | --- |
| **Job Title: Description of level/grade/ *(if applicable):***  **Number of direct staff reports *(if applicable):*** | | |
| **Employer(s) Name & Address:**  **Department/Unit:** | | |
| **From (DD/MM/YY):** | | **To (DD/MM/YY):** |
| **Reason for Leaving:** |  | |
| Please provide detail in respect of your key **responsibilities** and **achievements**: *(Max 300 words – please note only the first 300 words will be considered as part of the application*) | | |

|  |  |  |
| --- | --- | --- |
| **Job Title: Description of level/grade/ *(if applicable):***  **Number of direct staff reports *(if applicable):*** | | |
| **Employer(s) Name & Address:**  **Department/Unit:** | | |
| **From (DD/MM/YY):** | | **To (DD/MM/YY):** |
| **Reason for Leaving:** |  | |
| Please provide detail in respect of your key **responsibilities** and **achievements**: *(Max 300 words – please note only the first 300 words will be considered as part of the application*) | | |

|  |  |  |
| --- | --- | --- |
| **Job Title: Description of level/grade/ *(if applicable):***  **Number of direct staff reports *(if applicable):*** | | |
| **Employer(s) Name & Address:**  **Department/Unit:** | | |
| **From (DD/MM/YY):** | | **To (DD/MM/YY):** |
| **Reason for Leaving:** |  | |
| Please provide detail in respect of your key **responsibilities** and **achievements**: *(Max 300 words – please note only the first 300 words will be considered as part of the application*) | | |

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| **Essential Requirements and Desirable Experience Knowledge and Skills** |

In the space below, provide any specific information, if not covered clearly in your career history detail above, which demonstrates how you meet the essential requirements and required experience knowledge and skills as set out in the Information Booklet for the role applied for.

|  |  |  |
| --- | --- | --- |
| |  | | --- | | ***Essential Requirements:*** ***(Max 300 words – please note only the first 300 words will be considered as part of the application)*** | | ***Desirable Experience Knowledge and Skills:*** ***(Max 300 words – please note only the first 300 words will be considered as part of the application)*** | |

**COMPETENCIES, ABILITIES AND EXPERIENCE**

*In the spaces below, briefly describe an example that demonstrates your ability in each of the competency areas. A summary definition of each competency area is provided for your information. Further information regarding competencies is available in Appendix A of the candidate booklet*

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Leadership**  *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*) | |  |  |  | | --- | | **Judgement, Analysis & Decision Making**  *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*) | |  |  |  | | --- | | **Management and Delivery of Results**  *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*) | |  |  |  | | --- | | **Interpersonal & Communication Skills**  *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*) | |  |  |  | | --- | | **Specialist Knowledge, Expertise and Self Development**  *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*) | |  |  |  | | --- | | **Drive & Commitment to Public Service Values**  *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*) | |  | |

**ICT SKILLS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Package | SKILL LEVEL *(PLEASE TICK TO INDICATE SKILL LEVEL)* | | | |
| **None** | **Basic** | **Advanced** | **Expert** |
| ms Word |  |  |  |  |
| ms PowerPoint |  |  |  |  |
| ms Excel |  |  |  |  |
| OTHER (PROVIDE DETAIL) |  |  |  |  |
| OTHER (provide detail) |  |  |  |  |

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| **DECLARATION** |

Please complete the following declaration.

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| --- | --- | --- |
| **Collective Agreement: Redundancy Payments to Public Servants**  I confirm that:  a) I have not previously availed of the agreement,  b) I have availed of the agreement, and a period of 2 years from termination of the employment has been completed | Confirm  Confirm |  |
| **Incentivised Scheme for early Retirement (ISER):**  I have availed of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 | Yes  No |  |
| **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  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 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 being considered for employment and render me liable to dismissal, if appointed.  I understand that any job offer is subject to successfully securing satisfactory references and a pre-employment medical examination. | | | | |
| Signed: |  | Date: |  |