**Corporate Services Administrator in the Ombudsman for Children’s Office**

**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**

|  |  |
| --- | --- |
| **Name:** |  |
| **Surname:** |  |
| **Title:**Mr., Ms, Miss, Other (Please specify) |  |
| **Address for Correspondence:** |  |
| **Telephone (preferred day time contact):** |  |
| **Mobile:** |  |
| **Home:** |  |
| **Work:** |  |
| **Email:** |  |
| **Work Permit:** Are there any legal restrictions on your right to work in this Country?  |
| **Have you previously availed of a Voluntary Early Retirement Scheme or any other Redundancy Scheme in the Public Sector?** |
| **Yes:** |  | **No:** |  |
| **If yes, do the terms of the Scheme allow you to apply for this position?** |
| **Yes:** |  | **No:** |  |
| **Are you proficient in the Irish Language?** |
| **Yes:** |  | **No:** |  |

**Academic, Professional and Technical Qualifications**

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

**Candidates should outline all details regarding Academic, Professional, Technical and Clinical Qualifications.**

| **Please start the list with your most recent qualification****Educational Information Continued**University or other Third Level Institute |
| --- |
| **Name & Address of Institute** | **Years Attended****(DD/MM/YYYY)****From - To** | **Qualification Obtained** | **Summary of Results Obtained** |
|  |  |  |  |
|  |  |  |  |
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**Summary of Most Relevant Experience in Relation to Responsibilities & Requirements**

**In the areas below please highlight only your most relevant experience in relation to the role as it has been described.**

**\*Contract Type: P = Permanent, C = Contract, T = Temporary**

**Please start the list with your most recent experience**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Period Held in Months** | **Dates****(DD/MM/YYYY)****From - To** | **Contract Type\*****P/C/T** | **Job Title** | **Employer Name & Address** | **Short Description of Relevant Duties** |
|  |  |  |  |  |  |
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**Employment Record**

Give below, full particulars of all other 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 and there is no need to include the experience outlined in the previous section

**Please start the list with your most recent experience**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Period Held in Months** | **Dates****(DD/MM/YYYY)****From - To** | **Contract Type\*****P/C/T** | **Job Title** | **Employer Name & Address** | **Short Description of Relevant Duties****\*Include reason for leaving\*** |
|  |  |  |  |  |  |
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**Further Particulars of Present/Most Recent Post**

Successful candidates may be asked to supply documentary evidence in support of stated salary

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

**Additional Details**

|  |
| --- |
| **Interview Arrangements** Please provide details of any special arrangements in relation to either communications or access which you may require if invited to interview: |
|  |

|  |
| --- |
| **SECTION B** |

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

**Corporate Services Administrator in the Ombudsman for Children’s Office**

**In the following section, we ask you to describe some of your personal achievements to date that demonstrate certain skills and abilities which have been identified as necessary. The skills and abilities are indicated in the headings of questions on the following pages.**

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

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

**Questions**

|  |
| --- |
| **Q. 1) Please outline your knowledge and understanding of project management. Please give an example of a time you oversaw a project from start to finish.** |
| **Answer:** |  |
| **Q. 2) Please demonstrate your experience of records management, and how you would implement a records management system** |
| **Answer:** |  |
| **Q. 3) Please outline your ability to use innovative and effective techniques and communication styles to rollout new initiatives, such as ICT applications offered by OGCIO.** |
| **Answer:** |  |
| **Q. 4) Please outline your experience in the area of data protection, and what you would see as the challenges facing the OCO in the future.** |
| **Answer:** |  |

**Competencies**

**For each of the areas below, please briefly highlight specific achievements, contributions or expertise you have developed from your career to date which clearly demonstrate your suitability to meet the challenges of this role:**

|  |
| --- |
| **Q. 1) People Management** |
| **Answer:** |  |
| **Q. 2) Analysis & Decision Making** |
| **Answer:** |  |
| **Q. 3) Delivery of Results** |
| **Answer:** |  |
| **Q. 4) Interpersonal & Communication Skills** |
| **Answer:** |  |
| **Q. 5) Specialist Knowledge, Expertise and Self Development**  |
| **Answer:** |  |
| **Q. 6) Drive & Commitment Public Service Values and to the Rights and Welfare of Children** |
|  |

**Supplementary Information**

|  |
| --- |
| **Where did you hear about this position?** |
|  Irish Times Word of mouth  Sigmar Recruitment’s website Other; please specify below Public jobs’ website Monster OCO website |
| **Please list any other relevant information in support of your application?** |
|  |

**SECTION C**

**Notes**

**Before you return the form to the 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 will be stored on computer and will be used only for the purposes registered under the Data Protection Acts, 1988 and 2003.**

**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.**

**Name:**

**Date:**