

# Application Form for the role of Clerical Officer (Reference number: NDA-CO-0925-01)

(Full Time and/or Part Time, Permanent and/or Specific Purpose)

In order to be considered for this post, within the National Disability Authority, candidates must submit this completed application form before **Friday 17th October 2025 @ 2pm local time.** by email to: Recruitment@nda.ie, **applications received after the deadline will not be accepted under any circumstances.**

Note: Applicants who anticipate requiring assistance or reasonable accommodation for any part of the application or interview process may contact, in confidence recruitment@nda.ie.

Please note a **cover letter** (max 2 pages) is also required.

Please state interest in: (delete as necessary):

Full-time – Yes / No &/ Part-time - Yes / No

Permanent - Yes / No &/ Specific Purpose - Yes / No

| Personal Details |
| --- |
| Name |  |
| Phone Number | Mobile: | Home: | Work: |
| Email |  |

| Educational Qualifications & Training (most recent first) |
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| Qualification / Award  | Institution | Year |
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| Membership of Professional Bodies (if applicable) |
| --- |
| Professional Body | Level of Membership | Year |
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| Employment History (most recent first) |
| --- |
| **Employer Name** |  |
| Employer Address |  |
| Position |  |
| Start Date |  | End Date |  |
| Brief Summary of Role(Max 300 words – please note only the first 300 words will be considered as part of the application) |  |
|  |  |
| **Employer Name** |  |
| Employer Address |  |
| Position |  |
| Start Date |  | End Date |  |
| Brief Summary of Role(Max 300 words – please note only the first 300 words will be considered as part of the application) |  |
|  |
| **Employer Name** |  |
| Employer Address |  |
| Position |  |
| Start Date |  | End Date |  |
| Brief Summary of Role(Max 300 words – please note only the first 300 words will be considered as part of the application) |  |

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| Summary of Experience |
| 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 for this role, having particular regard to the role and requirements as set out in the Candidate Information Booklet.Please note:* All questions must be answered.
* Do not use the same example to illustrate your answer to more than 2 questions.
* Each question should be answered in no more than a maximum of 300 words.
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| 1. **Briefly describe the experience you have gained in your career to date where you were dealing with multiple stakeholders.**
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| 1. **Briefly describe the experience you have gained in your career to date involving the provision of administration or other support services.**
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| Achievements |
| For each of the areas below, briefly highlight specific key achievements, knowledge or expertise you have developed over your career to date which demonstrate your suitability to meet the challenges of the role of Clerical Officer. (Max. 300 words per answer – please note only the first 300 words will be considered as part of the application). |
| 1. **Building Future Readiness:**

Please describe a time where you developed a new way of doing things or introduced a new process. What were your ideas and what was the result?Key skill examples for this capability are:* IT skills (e.g., Microsoft Office)
* Digital literacy
* Specialist skills in own area of expertise
* Continuous Learning
* Innovation
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| 1. **Evidence Informed Delivery - Delivering Excellence:**

Please provide an example that you consider best illustrates your ability to deliver results in challenging circumstances. Please briefly indicate what made the work challenging and outline the steps you took to ensure the delivery of high-quality results.Key skill examples for this capability are:* Customer service
* Time management
* Project management
* Planning and organising
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| 1. **Evidence Informed Delivery - Handling Information, Problems & Decisions:**

Please describe a time where you encountered a problem where you lacked sufficient information? What did you do?Key skill examples for this capability are:* Working with data
* Information processing
* Problem solving
* Decision-making skills
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| 1. **Communicating & Collaborating:**

Please provide an example that demonstrates your experience of using your range of interpersonal and communication skills to engage with a key stakeholder(s).Key skill examples for this capability are:* Written skills
* E-mailing
* Active listening
* Meeting participation
* Teamwork
* Interpersonal skills
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| General Information  |
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| Are there any restrictions on your right to work in Ireland? State Yes or No. If yes, please provide details. |  |
| What length of notice is required in your current position? |  |

| Referees (Minimum of two required) |
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| **Note:**One referee must be from your current employer and the other your most recent employer.We will not contact your referees without your prior consent. |
| Name / Position  | Nature of Relationship | Phone Number | E-mail Address |
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| Declaration |
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| By submitting this completed form for the role of Executive Officer with the National Disability Authority, you are confirming that all information provided in this application is true and correct. Please be aware that should any of the information provided in this application be found to be false, misleading or inaccurate in any material way, the National Disability Authority reserves the right to withdraw any offer of employment made to you or, if you have already commenced employment when this is discovered, to terminate your employment. |
| Name |  |
| Date of Submission |  |

| **Where did you see this job advertisement?** |
| --- |
| NDA website |  |
| LinkedIn |  |
| Publicjobs.ie |  |
| Irishjobs.ie |  |
| Other, please specify |  |