**Application Form**

**Clerical Officer Panel**

(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 **Monday 24th February 2025 at 2 p.m.** by email to: [Recruitment2@nda.ie](mailto:Recruitment2@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 |  | | |
| Address |  | | |
|  | | |
| Phone Number | Mobile: | Home: | Work: |
| Email |  | | |

| Educational Qualifications & Training (most recent first) | | |
| --- | --- | --- |
| 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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| Evidence of Experience |
| Provide details of your experience demonstrating the essential requirements of the post in the following competency areas. Specific examples should be used to demonstrate this experience. In preparing your response, please:   * Describe your experience and achievements * Describe your role and the general context * Detail outcomes and learnings   (Max 300 words for each section – please note only the first 300 words will be considered as part of the application) |
| **Teamwork**   1. Shows respect for colleagues and co-workers 2. Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate 3. Offers own ideas and perspectives 4. Understands own role in the team, making every effort to play his/her part |
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| **Information Management / Processing**  1. Approaches and delivers all work in a thorough and organised manner 2. Follows procedures and protocols, understanding their value and the rationale behind them 3. Keeps high quality records that are easy for others to understand 4. Draws appropriate conclusions from information 5. Suggests new ways of doing things better and more efficiently 6. Is comfortable working with different types of information, e.g. written, numerical, charts, and carries out calculations such as arithmetic, percentages etc. |
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| **Delivery of Results**  1. Takes responsibility for work and sees it through to the appropriate next level 2. Completes work in a timely manner 3. Adapts quickly to new ways of doing things 4. Checks all work thoroughly to ensure it is completed to a high standard and learns from mistakes 5. Writes with correct grammar and spelling and draws reasonable conclusions from written instructions 6. Identifies and appreciates the urgency and importance of different tasks 7. Demonstrates initiative and flexibility in ensuring work is delivered 8. Is self-reliant and uses judgment on when to ask manager or colleagues for guidance |
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| **Customer Service & Communication Skills**  1. Actively listens to others and tries to understand their perspectives/ requirements/ needs 2. Understands the steps or processes that customers must go through and can clearly explain these 3. Is respectful, courteous and professional, remaining composed, even in challenging circumstances 4. Can be firm when necessary and communicate with confidence and authority 5. Communicates clearly and fluently when speaking and in writing |
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| **Specialist Knowledge, Expertise and Self Development**  1. Develops and maintains the skills and expertise required to perform in the role effectively, e.g. relevant technologies, IT systems, spreadsheets, Microsoft Office, relevant policies etc. 2. Clearly understands the role, objectives and targets and how they fit into the work of the unit 3. Is committed to self-development and continuously seeks to improve personal performance |
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| **Drive & Commitment to Public Service Values**  1. Consistently strives to perform at a high level and deliver a quality service 2. Serves the Government and people of Ireland 3. Is thorough and conscientious, even if work is routine 4. Is enthusiastic and resilient, persevering in the face of challenges and setbacks 5. Is personally honest and trustworthy 6. At all times, acts with integrity |
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| General Information | |
| --- | --- |
| 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) | | | |
| --- | --- | --- | --- |
| **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 |  |