



CLERICAL OFFICER (Full-time, Fixed-Term Contract)
Scoil Mhuire Kanturk

It is preferable if the Application Form is TYPED. If not typed, please complete the form legibly using a black pen. All questions must be answered. **Do not change the question numbers or sequence.** Boxes may be expanded as required. In order to ensure that all candidates are treated in a fair and equitable manner the Selection Board will be given this application form only. Candidates are asked not to attach any documentation to this application form as it will not be given to the Selection Board for consideration in this selection process.

GUIDELINES FOR COMPLETING A COMPETENCY BASED APPLICATION FORM

A Competency Based Application Form requires you, the candidate, to describe some of your personal achievements to-date that demonstrate certain competencies (necessary skills and qualities) required for the position you are applying for (e.g. Knowledge of Finance/Payroll Function, Admin & ICT Skills, Leadership, Teamwork, Communication, etc.). All question areas must be completed.

A definition of a skill or quality is given for each competency. You are then asked to describe a situation, from your own experience, which you think is the best example of what **YOU** have done which demonstrates this skill or quality. It is essential that you describe how **YOU** demonstrated the skill or quality in question.

You are advised to structure what you write so that you give specific information about what you have done - for example, do not simply say that "X was successful", describe exactly what you did and how you demonstrated the skill or quality in question.

For each example please include the following:

- (a) the nature of the task, problem or objective;
- (b) what you actually did and how you demonstrated the skill or quality (and, where appropriate, the date you demonstrated it)
- (c) the outcome or result of the situation and your estimate of the proportion of credit you can claim for the outcome.

Please do not use the same example to illustrate your answer to more than two skill areas.

Please note that, should you be called to interview, the board may look for **additional examples** of where you demonstrated the skills required for this post so you should think of a number of examples of where you demonstrated each of the skills.

PART A: PERSONAL AND PROFESSIONAL

A 1. PERSONAL

1.1 Full Name: _____

1.2 Full Address: _____

1.3 Tel. (H) _____ Mobile: _____

1.4 E-Mail: _____

1.5 Current position _____

A 2. QUALIFICATIONS

2.1 EDUCATION & TRAINING

School/College/Courses Attended	From	To	Qualification Attained	Awarding Body

2.2 Employment History

Name of Employer	Date from	Date to	Main Duties	Reason for Leaving

PART B: KNOWLEDGE AND SKILLS

Outline, giving examples, your experience and strengths in the following areas

B.1 Specialist Knowledge, Drive and Commitment to Public Service Values

B.2 Leadership and Teamwork:

B.3 Analysis, Decision Making and Delivery of Results

B.4. Interpersonal & Communication Skills:

C.1. Personal Statement: Please outline briefly your motivation for applying for this post and why you believe you are the most suitable candidate for the post.

PART D: IMPORTANT NOTES AND CANDIDATES DECLARATION

I acknowledge the following:

- (a) Completed Application Form should be returned to: The Secretary, Board of Management, Scoil Mhuire Kanturk or emailed to principal@scoilmhuirekanturk.ie not later than **12 noon on Friday 09th June 2023**. Please note – provisional date for interviews is week starting 19th June 2023.

Please provide details of two references:

Name: _____
Role / title: _____
Contact details: _____

Name: _____
Role / title: _____
Contact details: _____

- (b) **I HAVE ENCLOSED THE FOLLOWING:**

✓ Copy of Application Form

DECLARATION

I certify that the information provided herewith is true and correct.

Signature of Applicant:

Date:

**Candidates are advised that late applications cannot be accepted.
Scoil Mhuire Kanturk is an equal opportunities employer
Canvassing will disqualify**

