|  |
| --- |
| Open Competition for appointment to the position of: Information & Communications Technology (ICT)SpecialistsCentral Statistics Office (CSO) |
| Application Form  |

|  |
| --- |
| Section 1 – Personal Details |

|  |  |
| --- | --- |
| Name |  |
| **Address** |  |
| **Email address** |  |
| **Telephone number** |  |
| **Date of Birth** (for statistical purposes only) |  |
| **Gender** (for statistical purposes only) |  |

**\*Note:** All correspondence relating to this competition will issue by email. Applicants should provide an email address at which they can be contacted for the duration of the competition. In addition, if applicants need to be contacted by phone, this contact will be made to a mobile phone number. All applicants are asked to supply a mobile phone number at which they can be contacted.

Completed application forms for this competition should be forwarded by **e-mail only** to **competitions\_eo@cso.ie**, not later than **12.00 noon on the 19th of December 2019.**

Applicants are advised to submit applications 24 hours in advance of closing date in case of any unforeseen events. No late applications can be accepted.

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.

This application form should be completed in font style Times New Roman using size 10 as a minimum.

Applications should be submitted in Microsoft Word format only.

**Please indicate with X the panel(s) for which you are applying:**

**Panel A Software Development** Cork

**Panel B & C** **Infrastructure and Operations** Cork Dublin Both

|  |
| --- |
| Section 2 – Education |

Start with your most recent qualification and add more qualification records as necessary.

## FOR EACH DEGREE/QUALIFICATION LISTED, PLEASE ENSURE THAT YOU SPECIFY THE LEVEL ON THE NATIONAL FRAMEWORK OF QUALIFICATIONS (NFQ) (IF APPLICABLE) (<http://www.nfq-qqi.com/>)

## Education including academic, professional or technical qualifications (most recent first)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date obtained and Full Title of Degree(s)/ Qualification(s) Held** | **Subject(s) taken in the final** | **Grade obtained (e.g. 1, 2.1, 2.2, Pass, etc.)** | **NFQ Level** | **University, College or Examining Authority** |
| **DATE:** **TITLE:**  |  |  |  |  |
| **DATE:** **TITLE:**  |  |  |  |  |
| **DATE:** **TITLE:**  |  |  |  |  |
| **DATE:** **TITLE:** |  |  |  |  |

**Add more qualification lines if required.**

|  |
| --- |
| Section 3 – Employment History |

## Employment History (most recent first)

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Name and address of Employer** | **Title and brief description of duties** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**The information you provide in Section 4, Section 5 and Section 6 will form part of the short-listing process and may also be used to help structure your interview, should you be invited to one. In this instance the interview board will question you in detail about the information you provide.**

|  |
| --- |
| Section 4 – Essential Requirements Specialist Knowledge, Expertise  and Self-Development |

**Panel A – Software Development (Cork)**

|  |
| --- |
| **(i) Eligibility** |
| **IT qualification** |
| Relevant academic qualification: |  |
| Description of relevant course modules:(maximum 200 words) |  |
| **IT work experience** |
| Description of relevant IT work experience:(maximum 200 words) |  |
|  |  |
| **(ii) Specialist knowledge, expertise and self-development** |
| Describe one example that illustrates your competency under this heading (maximum 200 words) |  |

**Panel B & C– Infrastructure and Operations (Cork & Dublin)**

|  |
| --- |
| **(i) Eligibility** |
| **IT qualification** |
| Relevant academic qualification: |  |
| Description of relevant course modules:(maximum 200 words) |  |
| **IT work experience** |
| Description of relevant IT work experience:(maximum 200 words) |  |
|  |  |
| **(ii) Specialist knowledge, expertise and self-development** |
| Describe one example that illustrates your competency under this heading (maximum 200 words) |  |

|  |
| --- |
|  SECTION 5 - COMPETENCIES |

|  |
| --- |
| PEOPLE MANAGEMENT  |

|  |
| --- |
| 1. Summarise your experience to date under this competency heading (max. 200 words) |
|  |
| 2. Describe one example that illustrates your competency under this heading  **(max. 200 words)** |
|  |

|  |
| --- |
| Delivery of Results |

|  |
| --- |
| 1. Summarise your experience to date under this competency heading (max. 200 words) |
|  |
| 2. Describe one example that illustrates your competency under this heading (max. 200 words) |
|  |

|  |
| --- |
|  Analysis and Decision Making |

|  |
| --- |
| 1. Summarise your experience to date under this competency heading (max. 200 words) |
|  |
| 2. Describe one example that illustrates your competency under this heading (max. 200 words) |
|  |

|  |
| --- |
| Section 6 – Personal Statement  |

**Please outline below why you wish to be considered for the role of Information Communications Technology (ICT) Specialist and why you believe your skills and experience would be of value. (maximum 300 words)**

|  |
| --- |
|  |

We are interested in finding out how you became aware of this position so please outline in the box below how and where you heard about this position (e.g. Social Media – LinkedIn, Twitter, etc. Public Appointments Service, Word of Mouth or Other)

|  |
| --- |
| Section 7 – Supplementary Information |

|  |
| --- |
| **Social Media:** *indicate system* ***-****:* **3rd Level Careers Service:** *specify 3rd level institution-:*  **Websites:** *please* *specify -:* **Other:** *please specify* -:  |

**Before you return the form please ensure that you have completed all relevant sections of it and that you have signed the declaration below.**

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 solely for the purposes of processing your candidature and should you be successful certain information will be retained by the CSO’s HR division for employment purposes. Such information held is subject to the rights and obligations set out in the Data Protection Acts 1988 to 2018. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.

**Declaration:**

I hereby declare that I fulfil all the requirements set out in the Information Booklet, that the information given in this form is correct and give my permission for enquiries to be made to establish such matters as qualifications, experience and character and for the release by other people or organisations of such information, as may be necessary, to the Central Statistics Office for that purpose.This may include enquiries from past/present employers. The submission of this application is taken as consent to this.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Date: |  |

*CSO is an equal opportunity employer and is committed to principles of good recruiting practice. This competition will be run in compliance with the codes of practice prepared by the Commissioners for Public Service Appointments (CPSA). Codes of practice are published by the CPSA and are available on www.cpsa.ie.*