

Candidate Name ---------------------------------------------------------------------------------

Ref. No: --------------------

**Competition for appointment to the position of**

**Graduate**

**in the Central Statistics Office**

|  |
| --- |
| Application Form  |

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

|  |  |
| --- | --- |
| Name |  |
| **Address** |  |
| **Email address** |  |
| **Telephone number**  |  |
| **Date of Birth**(for statistical purposes only) |  |
| **Gender** (for statistical purposes only) |  |
| **Ref ID** (Official use 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 **graduateplacement@cso.ie**, not later than **5.00 pm on 8th May 2018**.

Applicants are advised to submit applications 24 hours in advance, 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.

**S SECTION 2 - EDUCATION**

**SECTION 2 – Location and Stream Selection**

**ECTION 2 - EDUCATION**

Graduates appointed from this competition may be assigned to the CSO (offices in Cork and Dublin- Rathmines and Swords) or assigned for a specific period to carry out statistical work in other Government Departments/Agencies, in the context of the broader Irish Statistical System. Please indicate your location preference:

CORK DUBLIN BOTH

|  |  |
| --- | --- |
| **Option Selected: (Please note that you may pick more than one option)** | Statistics/ Economics/Data Analysis ☐Information Technology ☐  Multimedia/Graphic Design/Digital Marketing ☐Environmental Science including Geographical Information Systems ☐HR/Legal/ Finance/Business Processing ☐ |

**SECTION 3 - EDUCATION**

**EDUCATION INCLUDING ACADEMIC, PROFESSIONAL OR TECHNICAL QUALIFICATIONS (MOST RECENT FIRST)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date obtained and Full Title of Degree(s)/ Qualification(s) Held, Grade obtained (e.g. 1, 2.1, 2.2,****Pass,etc.)** | **Please list each subject taken and result in final****examination\*** | **Please give title of thesis/ dissertation, if applicable** | **University, College, School or Examining Authority** | **Period of Study** |
| **From** | **To** |
| **DATE:****TITLE:** |  |  |  |  |  |
|  |  |
| **GRADE:** |
|  |  |
| **DATE:****TITLE:** |  |  |  |  |  |
|  |  |
| **GRADE:** |
|  |  |

**Add more qualification lines if required**

|  |
| --- |
| Section 4 – Employment History |

# Employment History (most recent first)

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Name and address of Employer** | **Title and brief description of duties, salary etc.** |
|  |  |  |  |
|  |  |  |  |

**SECTION 3 – PERSONNEL STATEMENT**

**Please outline below in no more than 300 words why you feel you are suitable for the role of Graduate in the CSO.**

|  |
| --- |
| Section 4 – Supplementary Information |

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., Newspaper, Public Appointments Service, Word of Mouth or Other)

|  |
| --- |
| **Social Media:** *indicate system**-****:*** **Newspaper:** *specify newspaper -:* **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 & 2003. 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.*