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| CAPTAIN OF THE GUARD IN THE HOUSES OF THE OIREACHTAS SERVICE |



**Please carefully note the following instructions:**

**It is imperative that all sections of this application form are completed in full.**

Candidates should note that the information they supply in this application form will play a central part of the selection process including any short-listing 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. Anything you write may be discussed in more depth, should you be called to interview. All parts of the application form are compulsory; forms which are not fully completed will be eliminated from the recruitment process.

The completed application form must be forwarded by e-mail to [Recruitment@oireachtas.ie](mailto:Recruitment@oireachtas.ie) not later than **1.00 p.m. on Friday 12th February 2021,** with the words ‘Captain of the Guard’ in the subject line. If you do not receive acknowledgement confirming receipt of your completed application form, please contact the HR Unit of the Houses of the Oireachtas Service – telephone 01 618 3444.

**It is envisaged that interviews will take place in late Feb/early March 2021 on a remote basis.**

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| **Name of applicant:** |  |

## SECTION A – Personal Details

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| 1. Title: |  |

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| 2. First Name: |  |

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| --- | --- |
| 3. Surname: |  |

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| 4. Address for  Communication: |  |

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| 5. Contact Details:  Mobile:  Email: |  |

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| 6. Special Requirements:  Please detail any special requirements arising as a result of a disability regarding access to the interview venue, on the set-up of the venue itself etc.  (This may be provided on a separate sheet if preferred). |  |

## SECTION B

### 1. Academic and/or Professional Qualifications:

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| --- | --- | --- | --- | --- |
| Degree(s)/  Qualification (s)  Held | Grade Obtained  (e.g. Pass 2.2; 2.1;  1 etc) | Please give results for each subject taken in final exam | University, College or Examining Authority | Year in which Degree/  Qualification was obtained |
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### 2. Employment Record

Give below, in date order (starting with your current employer), full particulars of all employment in between the date of leaving school or college and the present date. If necessary continue on a separate sheet, setting out the information in the same manner as below.

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| --- | --- | --- | --- |
| Dates | | Title of post held, description of duties, salary etc. | Name and address  of Employer |
| From: | To: |
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### 3. Experience and/or abilities in relation to the circumstances outlined under Requirements on page 8 and 9 of the information booklets.

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| Please provide details of your experience, knowledge and skills which equip you toperform effectively in the role of Captain of the Guard. In making this statementyou should outline clearly how you possess the requirements for therole. (Maximum 600 words) |
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### 4. Experience and/or abilities in relation to the Role

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| **Please provide any additional information which you feel demonstrates your abilities to perform effectively in the role of Captain of the Guard (Maximum 600 words)** |
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**5. Please set out one example in each of the competencies below which most effectively demonstrates your competency under each heading with a particular focus on results/outcomes**

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| 1. **Leadership (Maximum 300 words)** |
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| 1. **Analysis and Decision Making (Maximum 300 words)** |
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| 1. **Management and Delivery of Results (Maximum 300 words)** |
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| 1. **Interpersonal & Communication Skills (Maximum 300 words)** |
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| 1. **Drive & Commitment (Maximum 300 words)** |
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| 1. **Specialist Knowledge, Expertise and Self Development (Maximum 300 words).** |
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### 6. Name of two Referees (including one from your last employer)

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| --- | --- |
| Company/Organisation: | Company/Organisation: |
| Contact: | Contact: |
| Position in Organisation: | Position in Organisation: |
| Contact No.: | Contact No.: |
| Business Email: | Business Email: |

Please note that completion of this section implies authority to contact the referee after the interview process is completed.

Please do not forward any certificates or references with this form. However, candidates will be asked to provide original certificates and transcripts at the interview stage of the process.

**MISSTATEMENTS OR CANVASSING WILL RENDER AN APPLICANT LIABLE TO DISQUALIFICATION**. Candidates are advised to refer to Information Booklet (page 16) detailing the obligations placed on candidates who participate in the recruitment process which are aligned to the principles of the Code of Practice on External Recruitment for appointment to positions in the Civil Service [see [www.cpsa.ie](http://www.cpsa.ie)].

**THE HOUSES OF THE OIREACHTAS SERVICE IS COMMITED TO A POLICY OF EQUAL OPPORTUNITY**

**7. Declaration**

I hereby declare that the information given in this form is correct and give my permission for enquiries to be made to establish such matters as age, qualification, experience and character and for the release by other people or organisations of such information as may be necessary to the Houses of the Oireachtas Service for that purpose. This may include enquiries from past/present employers. The submission of the application is taken as consent to this.

I declare that I meet the eligibility requirements for this competition as specified in the information booklet and that the information given in this form is correct.

I confirm that I consent to the Houses of the Oireachtas processing my information in conjunction with my candidature for this competition. Such information held is subject to the rights and obligations set out under the General Data Protection Regulation.

**Name of Applicant**: **Date:**