

|  |
| --- |
| Open competition for appointment to the position of  **Assistant Librarian**  **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 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. Candidates should be aware that words (including headings) in excess of the word count will be redacted and not supplied to the board.

The completed application form must be forwarded by e-mail to recruitment@oireachtas.ie not later than **1pm on Thursday 10th November 2022** with words ‘Assistant Librarian’ in the subject line. If you do not received acknowledgement confirming receipt of your completed application form, please contact the HR Unit of the Houses of the Oireachtas Service – telephone 01 618 3073. Please be aware that the onus is on the candidate to ensure delivery before the specified deadline. Applications received after the 1p.m. deadline will not be considered.

**It is envisaged that interviews will take place in November 2022**

## 

|  |  |
| --- | --- |
| **Name of applicant:** |  |

## Personal Details

|  |  |
| --- | --- |
| Title (Mr., Ms. Mrs., etc): |  |

|  |  |
| --- | --- |
| First Name: |  |

|  |  |
| --- | --- |
| Surname: |  |

|  |  |
| --- | --- |
| Address for Communication: |  |

|  |  |
| --- | --- |
| Mobile:  Email: |  |

|  |  |
| --- | --- |
| 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). |  |

### 1.

### Academic and/or Professional Qualifications:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

### 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.

|  |  |  |  |
| --- | --- | --- | --- |
| From:  Day/Month/Year | To:  Day/Month/Year | Title of post held, description of duties, salary etc | Name and address  of Employer |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### 3. Competencies

**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**

|  |
| --- |
| 1. **Leadership Potential** |
| **Set out one example which most effectively demonstrates your competency under this heading with a particular focus on results/outcomes (Maximum 300 Words)** |
|  |

|  |
| --- |
| 1. **Analysis and Decision Making** |
| **Set out one example which most effectively demonstrates your competency under this heading with a particular focus on results/outcomes (Maximum 300 words)** |
|  |

|  |
| --- |
| 1. **Delivery of Results** |
| **Set out one example which most effectively demonstrates your competency under this heading with a particular focus on results/outcomes (Maximum 300 words)** |
|  |

|  |
| --- |
| 1. **Interpersonal and Communication Skills** |
| **Set out one example which most effectively demonstrates your competency under this heading with a particular focus on results/outcomes. (Maximum 300 words)** |
|  |

|  |
| --- |
| 1. **Drive and Commitment** |
| **Set out one example which most effectively demonstrates your competency under this heading with a particular focus on results/outcomes. (Maximum 300 words)** |
|  |

|  |
| --- |
| 1. **Specialist Knowledge, Expertise and Self Development** |
| **Set out one example which most effectively demonstrates your competency under this heading with a particular focus on results/outcomes (Maximum 300 words)** |
|  |

|  |
| --- |
| **Please provide any additional information which demonstrates your suitability for the role of Assistant Librarian under the Essential Entry and Desirable Requirements on page 6 of the Information booklet (Maximum 500 words)** |
|  |

### 4. Name of two Referees with contact details (including at least one from your current most recent employer)

|  |  |
| --- | --- |
| Company/Organisation: | Company/Organisation: |
| Contact: | Contact: |
| Position in Organisation: | Position in Organisation: |
| Supervisory Relationship to you: | Supervisory Relationship to you: |
| Contact No.: | Contact No.: |
| Email: | 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**

**5. 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.

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