**All sections to be completed in full**



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| --- |
| APPLICATION FORM **Paramedic Qualified – Pre Hospital Emergency Care Council (PHECC) Registered**  **NRS02294** |

Please carefully note the following instructions:

* Please download, save, read and fully understand NRS02294 Additional Campaign Information” for Candidates –specific to this campaign that is available on <http://www.hse.ie/eng/staff/jobs/job_search/>.
* Please download, save and read the Job Specification which provides the necessary information about the requirements of this post.
* Please ensure you read in full, the instructions for the completion of this application form and complete all areas, including the supplementary questions section, in full. Failure to complete all areas of the application form may result in you not being brought forward to the next stage of the selection process.
* The HSE has ongoing opportunities for Qualified Paramedics. In order to meet this requirement this advertisement will remain live for the foreseeable future so that qualified Paramedic candidates can submit applications throughout the year. Throughout the lifetime of this rolling campaign we will continually draw from the applicant pool, processing applications and holding assessments & interviews in order to fill current and future vacancies. Assessment & Interview dates will be communicated to eligible applicants as soon as they are scheduled.
* Applications must be submitted as a Microsoft Word or PDF document format only. Applications stored on personal online storage sites, e.g. Skydrive, Cloud, Dropbox, Google Drive etc will not be accepted, applications submitted in other file formats e.g. Google Docs will not be accepted. Please pay particular attention to ensure that your application is attached as an attachment (not a link to an on line storage site e.g. Google Drive) when emailing your application.
* In relation to details of employment, if the space provided is insufficient, please attach additional pages ensuring to use the same format.
* All previous employers may be contacted for reference purposes.
* Should you be invited for interview, you may take a 'hard' copy (or 'paper' copy) of your application form with you. Mobile devices are not permitted for use during your interview.
* The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Codes of practice are available on the CPSA website [www.cpsa.ie](http://www.cpsa.ie/) . Further information is also available in the Additional Campaign Information document available on http://www.hse.ie/eng/staff/jobs/job\_search/.
* The Health Service Executive is an Equal Opportunities Employer.
* The Health Service Executive recognises its responsibilities under the Data Protection Acts 2003 & 1988 and the Freedom of Information Acts 2014.

***Please return completed application form to:***

|  |
| --- |
| **Email:** [applysupport@hse.ie](mailto:applysupport@hse.ie) (quoting NRS02294 Paramedic Qualified in the subject line)  **Post:** Vanessa Sweeney, HBS Recruit, Health Business Services, HSE, Manorhamilton, Co. Leitrim, F91AP57 |

Applicant Details

|  |  |  |  |
| --- | --- | --- | --- |
| Position Applied for: | **Paramedic Qualified - PHECC Registered** | | |
| Position Reference No.: | **NRS02294** | | |
|  |  |  |  |
| Candidate Reference No. *(office use only)* | NRS02294- | | |
| **Personal Details** |  |  |  |
| First Name: |  | | |
|  |  |  |  |
| Last Name: |  | | |
|  |  |  |  |
| Postal address for correspondence: |  | | |
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|  |  |
| --- | --- |
| Mobile Telephone *(mandatory)*: |  |
| Contact Telephone No. 2: |  |

|  |  |
| --- | --- |
| Email Address *(mandatory)*:  (You may provide more than one) |  |

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**Where did you see this campaign advertised? \***

|  |  |
| --- | --- |
| HSE website – [www.hse.ie](http://www.hse.ie/) |  |
| Word of mouth - my manager / colleague |  |
| Notification from HSE Talent Pool |  |
| LinkedIn |  |
| Other, please say which |  |  |

*\* More than one indication is allowed.*

**European Economic Area**

Are you an EEA (European Economic Area) National? Yes  / No

**Skype Interview Request**

If you reside overseas do you require a Skype interview? Yes  / No

If yes please provide your Skype ID

**NB** Please note, that due to limited resources, we cannot guarantee that all requests for SKYPE interview will be met. We will prioritise applicants who would otherwise have to undergo an inordinately long journey as well as prohibitive costs to attend an interview in person.For further information on SKYPE interview requests and a list of the required documents, please see “Appendix 5” of the “Additional Campaign Information” document.

1. **Superannuation Schemes**

Are you currently in receipt of a Voluntary Early Retirement or Ill Health Early Retirement Pension from any of the Public Health Superannuation Schemes listed at 1-5 below, or any other Public Sector Pension Scheme?

|  |  |  |
| --- | --- | --- |
| **Are you currently in receipt of a pension from any of the following superannuation schemes? (This means have you retired?)** | | |
|  | **YES** | **NO** |
| 1. Local Government Superannuation Scheme (LGSS) |  |  |
| 1. Health Service Executive Employee Superannuation Scheme |  |  |
| 1. Voluntary Hospital’s Superannuation Scheme (VHSS) |  |  |
| 1. Nominated Health Agencies Superannuation Scheme (NHASS) |  |  |
| 1. Other Public Service Superannuation Scheme |  |  |

If you have answered ‘yes’ in relation to being in receipt of a pension from any of the above Superannuation Schemes you may not be eligible to apply for this recruitment campaign. Please read Appendix 3 in ‘Additional Campaign Information’ for further details.

1. **Current Contractual Status**

* **I am currently a HSE employee\* Yes**  **No**

\*HSE Employee = you are a direct employee of the HSE and not in a post funded or partially funded by the HSE

**Please tick the HSE area in which you work**

|  |  |  |
| --- | --- | --- |
|  | | **Please state the name & location of where you work** |
| HSE Dublin Mid Leinster |  |  |
| HSE Dublin North East |  |  |
| HSE South |  |  |
| HSE West |  |  |

If you answered yes to the above question, please choose the option below which best matches your current contractual status:

1. **I have a permanent contract**  **or B) I have a temporary contract**
2. **Proficiency in Irish**

Candidates will be afforded the added opportunity to demonstrate their ability to perform the duties of the office through Irish. This assessment will be on a pass/fail basis and will not disturb the marks awarded in the selection process. Where vacancies arise for which proficiency in Irish is a management requirement, the HSE will offer such posts in order of merit to candidates who have successfully passed the Irish assessment. Please indicate if you wish to undertake an Irish assessment exam Yes  / No

### QUALIFICATIONS & ELIGIBILITY CRITERIA

Please indicate below how your qualifications and professional experience meet the eligibility criteria for the post of Paramedic Qualified. Please note that if you omit information in this section pertinent to the eligibility criteria you will be deemed ineligible and subsequently not called forward to interview. (Please read **Appendix 1** of Additional Campaign Information before completing this section.)

|  |  |
| --- | --- |
| **Q 1. I gained my Paramedic qualification from the college / university ticked below:**   * Graduates of accredited Paramedic courses in the Republic of Ireland please complete Section A * Holders of a Paramedic qualification awarded elsewhere please complete Section B | |
| **Section A**:  Graduates of accredited Paramedic courses in the Republic of Ireland | Please tick as appropriate to you |
| Dublin Fire Brigade & Royal College of Surgeons in Ireland |  |
| National Ambulance Service College & UCD Centre for Emergency Medical Science |  |
|  |  |
| **Section B**:  Holders of a Paramedic Qualification Awarded Overseas | Please tick as appropriate to you |
| A university / college in the United Kingdom |  |
| A university / college in Northern Ireland |  |
| A university / college elsewhere |  |
| Name of university / college : | |
|  | |
| Validation status of qualifications awarded overseas. Please tick the statement which best matches your validation status: | |
| My qualification has been recognised by the Pre Hospital Emergency Care Council (PHECC) |  |
| If your qualification has been recognised by PHECC, you should submit a scanned copy of your recognition/validation with this application | |
| My qualification has not been recognised by the Pre Hospital Emergency Care Council (PHECC) |  |

|  |  |
| --- | --- |
| **Q 2. Please enter the date, month and year in which your Paramedic qualification was awarded** |  |

|  |  |  |
| --- | --- | --- |
| **Q3. Please tick the statement which best matches your registration status with the Pre Hospital Emergency Care Council (PHECC)** | | |
| I am currently registered on the **Paramedic Division** of the Register as held by the Pre Hospital Emergency Care Council | Registration Number |  |
| I am currently registered on the **Advanced** **Paramedic Division** of the Register as held by the Pre Hospital Emergency Care Council | Registration Number |  |
| I have not yet applied to register with the Pre Hospital Emergency Care Council |  | |

**Q6. Please confirm that you are the holder of a full unendorsed Class C1 Driving Licence**

|  |  |  |
| --- | --- | --- |
| **Please tick as appropriate:** | **Yes** | **No** |
| I am currently the holder of a full unendorsed C1 Driving Licence |  |  |

**Q7. Please confirm if you are in receipt of any penalty points on your licence**

|  |  |  |
| --- | --- | --- |
| Please tick as appropriate: | Yes | No |
| I have incurred penalty points on my licence |  |  |

**IMPORTANT**

Candidates with penalty points on their licence should note that the maximum penalty points allowed by NAS are 6 points at the closing date of the campaign. Candidates who are found to have incurred more than 6 penalty points on their licence will not progress further in the recruitment process.

To find out how many penalty points are on your driving licence record, contact the Road Safety Authority at 1890 41 61 41, quoting your driver number.

**If you have ticked yes to question 7 above, please confirm below that you currently hold 6 or less penalty points**

|  |  |  |
| --- | --- | --- |
| **Please tick as appropriate:** | **Yes** | **No** |
| I have incurred 6 or less penalty points on my licence |  |  |

**PLEASE NOTE – You must attach the following documentation with your application form:**

* A copy (front and back) of your full unendorsed Class C1 Drivers Licence. (Please note if you have passed your test but it does not appear on your licence, then you must attach a copy of your Certificate of Competency confirming that you have passed the relevant test)
* A true colour copy of your PHECC registration certificate
* A true colour copy of your PHECC licence to practice as a Paramedic
* A print out from the National Driving Licence Service (NDLS) – This printout must state whether or not you currently are in receipt of penalty points and/or endorsements and must be from a recent date

**If you do not submit this documentation with your Application Form then your application will be deemed incomplete and you will not be processed any further for this recruitment campaign.**

### ADDITIONAL EDUCATIONAL ACHIEVEMENTS

**Please include second level and third level educational achievements:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates**  **From DD/MM/YY**  **To**  **DD/MM/YY** | **Educational Institution** | **Conferring Body** | **Course of Study** | **Qualification Achieved** | **Grades Achieved** |
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### DETAILED CAREER HISTORY – listing the most recent first

**IMPORTANT: Please ensure all career history is clearly outlined below (e.g. if you took a career break, spent time out of work, please include this information so there are no gaps in your career history from when you left full-time education to present date).**

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Title** | **Employer** |
|  |  |  |  |
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| --- | --- | --- | --- | --- |
| **Dates**  **DD/MM/YY** | | **Employer** | **Title of Post** | **Main Roles and Responsibilities** |
| **From** | **To** |
|  |  |  |  |  |
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### Supplementary Questions 1 - 4

**A guide to completing supplementary questions is available in Appendix 1 of this application form. It is strongly recommended that you read the guide before completing this section of your application form.**

**In the spaces below, briefly describe what you consider to be a good example of demonstrating your ability in each of the skill areas 1-3. A summary definition of each of skill areas is provided for your information. This is a summary of what we mean by each skill heading. Please provide the information in the format requested at (a), (b), and (c) on the “Information on completing the Supplementary Questions” Section. Remember anything you say may be used as part of a shortlisting/ranking exercise and may be discussed in more depth at interview, should you be called to one. Once you have completed Question Areas 1-3, you should progress to Question Area 4 - a Knowledge/Experience Question. Please note that all four areas must be completed at the time of application.**

|  |
| --- |
| **1. Planning and Organising Skills**  The effective Paramedic will clarify objectives and then takes a highly organized and systematic approach to planning. S/he breaks large tasks in to smaller manageable actions and monitors progress against these. The Paramedic has the ability to quickly adapt, prioritise and reorganise resources to meet unexpected and changing demands.  *In the space below, please give an example of a situation where you best demonstrated your ability in this area.* |
|  |

|  |
| --- |
| **2. Managing People & Collaborative Working**  The effective Paramedic will demonstrate an approachable and fair management style. S/he sets clear standards for individuals and the team & observers and monitors performance against these standards, giving regular positive and negative feedback. Adopts an assertive and firm-but-fair approach to dealing with underperformance. Encourages and facilitates staff development. S/he is a team player setting good example by acting as a role-model for staff and showing them respect and support.  *In the space below, please give an example of a situation where you best demonstrated your ability in this area.* |
|  |

|  |
| --- |
| **3. Commitment to Providing a Quality Service**  The effective Paramedic has a meticulous approach to work and pays attention to detail in order to ensure high quality results. He/she proactively uses quality standards and procedures with a view to improving the running of the service and is constantly trying to understand and better meet customer needs. He/she demonstrates initiative and flexibility and is adaptive to change.  *In the space below, please give an example of a situation where you best demonstrated your ability in this area.* |
|  |

|  |
| --- |
| **4. Knowledge / Experience Relevant To The Role**  Please provide below SPECIFIC DETAILS from your experience to date that you feel help you meet the requirements for this post as detailed in the Job Specification; *Please include dates i.e. from x date to x date, the name of the employer /department you worked in, and details as to how you meet the requirements specified in the eligibility criteria section of the Job Specification).* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date**  **Date from – Date to**  ***in the format***  **dd/mm/yy** | **Number of Months** | **Employer & Department Name** | **Details of your experience as relevant to this role** |
|  |  |  |  |
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**General Declaration**

It is important that you read this Declaration carefully and then sign it in the space below.

**Part 1:** Obligations Placed on Candidates who participate in The Recruitment Process.

The Public Service Management (Recruitment and Appointments) Act 2004 makes very specific provisions in relation to the responsibilities placed on candidates who participate in recruitment campaigns and these are detailed in Section 4 of the Code of Practice issued under the Act.

These obligations are as follows:

Any canvassing by or on behalf of candidates shall result in disqualification and exclusion from the recruitment process. Candidates shall not:

* knowingly or recklessly make a false or a misleading application
* knowingly or recklessly provide false information or documentation
* canvass any person with or without inducements
* impersonate a candidate at any stage of the process
* knowingly or maliciously obstruct or interfere with the recruitment process
* knowingly and without lawful authority take any action that could result in the compromising of any test material or of any evaluation of it
* interfere with or compromise the process in any way

Any person who contravenes the above provisions, or who assists another person in contravening the above provisions, shall be guilty of an offence.

It is the policy of the HSE to report any such above contraventions to An Garda Siochana.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment / selection process, then, in accordance with the Public Service Management (Recruitment and Appointments) Act 2004.

* where he / she has not been appointed to a post, he / shall be disqualified as a candidate; and
* where he / she has been appointed as a result of that process, he / she shall forfeit that appointment

**Part 2**

**Declaration:** “I declare that to the best of my knowledge and belief there is nothing in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed by virtue of my appointment to this position. I hereby confirm my irrevocable consent to the Health Service Executive to the making of such enquiries, as the Health Service Executive deems necessary in respect of my suitability for the post in respect of which this application is made.

I hereby accept and confirm the entitlement of the Health Service Executive to reject my application or terminate my employment (in the event of a contract of employment having been entered into) if I have omitted to furnish the Health Service Executive with any information relevant to my application or to my continued employment with the Health Service Executive or where I have made any false statement or misrepresentation relevant to this application or my continuing employment with the Health Service Executive.

Furthermore, I hereby declare that all the particulars furnished in connection with this application are true, and that I am aware of the qualifications and particulars for this position. I understand that I may be required to submit documentary evidence in support of any particulars given by me on my Application Form. I understand that any false or misleading information submitted by me will render me liable to automatic disqualification or render me liable to dismissal, if employed.”

Failure to sign application will render it invalid[[1]](#footnote-1).

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(Name of Applicant)* **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**References:**

Please give **three** referees (including your current employer). Please ensure that the referees you provide are from a professional perspective. We retain the right to contact all previous employers. Do you wish us to contact you prior to contacting your referees?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes: |  | No: |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Name and Job Title of Referee:** | |  | |
| Professional Relationship to candidate: | |  | |
| Postal Address: | |  | |
|  | |
|  | |
| Telephone Contact Details: | | Mobile: | Landline: |
|  | | | |
| Email Address: |  | | |

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| --- | --- | --- | --- |
| **2. Name and Job Title of Referee:** | |  | |
| Professional Relationship to candidate: | |  | |
| Postal Address: | |  | |
|  | |
|  | |
| Telephone Contact Details: | | Mobile: | Landline: |
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| Email Address: |  | | |
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| --- | --- | --- |
| **3. Name and Job Title of Referee:** |  | |
| Professional Relationship to candidate: |  | |
| Postal Address: |  | |
|  | |
|  | |
| Telephone Contact Details: | Mobile: | Landline: |
|  | | |
| Email Address: |  | |

**Equality Monitoring Information**

Candidates please note this data is for administrative records only, and **does not** form part of the information submitted to the interview board, or any portion of the appointments process.

|  |  |  |  |
| --- | --- | --- | --- |
| Candidate Name |  | Date of Birth |  |

|  |  |
| --- | --- |
| Nationality |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Gender Male |  | Female |  |

**Applicant Checklist**

We recommend that you check your application form carefully to ensure that you have included / clearly illustrated / answered:

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Mobile Telephone Number  Email Address  Postal Address |  | **Mandatory** |
| 2 | That the information you have provided with regard to your eligibility to apply on page 5 and your periods of employment, job titles, education courses, college names, qualification titles, shows clear dates e.g. DD/MM/YY |  |  |
| 4 | Supplementary Questions 1 – 4  (Each question must be fully completed to ensure eligibility to progress in this campaign) |  |  |
| 5 | If you have requested a SKYPE interview, that you have included your SKYPE ID and you have submitted the requirement documentation with your application |  |  |
| 6 | A copy of your full unendorsed C1 Driving Licence (front & back) |  |  |
| 7 | Your Driving License Printout from your Local Authority |  |  |
| 8 | A true colour copy of your PHECC registration certificate |  |  |
| 9 | A true colour copy of your PHECC licence to practice as a Paramedic |  |  |
| 10 | That you have downloaded and saved the Job Specification and Additional Campaign Information for future reference. | | |

**If all required details / documentation (as above) are not submitted with your application we will be unable to process your application to the next stage of the process i.e. assessments / interview**

# Appendix 1

**SUPPLEMENTARY QUESTIONS GUIDE**

**Information on completing the Supplementary Questions:**

In the supplementary questions section, you are required to describe some of your personal achievements to date that demonstrate certain necessary skills and qualities required for the position of Paramedic Qualified. The skills and qualities are outlined in the Questions Areas 1 – 3.

All question areas must be completed and remember that you will be questioned on all areas at interview**.** The instructions below will help you to complete your answers, but you should also consider these instructions when you are preparing for interview.

For each **Question Area** **1-3**, you are given a description of a skill or quality. 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.

The information you present here may form part of a ranking exercise process, and may also be used to help structure your interview, if you are invited to one. A ranking exercise may apply based on the information you provide in your application form. This means that a ranking board will “rank” applicants based on information put forward in the supplementary questions section of your application form. Interviews may be held on a phased basis, inviting applicants to interview based on the position held in the ranking exercise. A primary panel will be formed of candidates successful in the first phase of interviews. If subsequent interviews are held candidates successful at these interviews will be added to the end of the primary panel and will be listed with a lower order of merit.

Therefore, compose your replies carefully in this section and try to structure what you write so that you give specific information about what youhave done - for example, do not simply say that “X was successful”, describe exactly whatyou did and how you demonstrated the skill or quality in question.

**Do not exceed the space allowed in the boxes.** One of the key skills required of the Paramedic is the ability to **write clearly and concisely and your written communication skills will be assessed against what you write on your application form**.

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.

Notes:

1. You may use a word processor to reproduce these pages and type your replies

* It is recommended that you keep a copy of this section of the application form

Guidelines for Completing the Supplementary Questions

Supplementary Questions are designed to help you to present **relevant evidence** in order that decision makers can evaluate how well you ‘fit’ the requirements of a particular role. Relevant evidence is usually drawn from your work experience and the way in which you have accomplished a range of activities. Those involved in screening the applications will be evaluating the information you give against **specific skills** required for effective performance in the role. To do this they need you to give enough detail so that they can tell **what you actually did** and **how you did it.**

The people doing the screening **will not** assume that you demonstrate a skill at the right level just because of your current role, length of experience or educational qualifications. These do not give enough evidence about how you accomplished relevant tasks.

So, if a question is about your approach to decision making, you need to do more than describe your current role and list important decisions you have made. You will need to describe **how** you reached relevant decisions.

Some guidelines for presenting yourself well are given below:-

* **Give specific examples** – most questions will ask you to describe an example of when you have demonstrated a skill: try to do this concisely but with enough detail so that the reader will be clear about **what you actually did**.This detail might include information about timescales, the number of people involved, budgets etc. It can help to use bullet points to that the sequence of events is clear to the reader.
* **Give a range of examples** – if possible, base your answers on different situations or challenges you faced rather than rely on just one experience. This helps the reader to evaluate how you tackle different challenges and not just your behaviour in a ‘one off’ situation.
* **Be concrete rather than theoretical** – a clear description of **how you actually behaved** in a particular situation (and why) is of much more use to the reader than a vague or general description of what you consider to be desirable attributes.

# Examples on how to complete this section of the application form

**Skill Area: Communication Skills:** *able to adapt your communication style to particular situations and audiences….. able to produce clear and concise written information….*

***Example 1:*** *I was responsible for producing important management reports and supporting presentations for a range of important and high profile clients. Through my understanding of the clients’ needs and my effective communication skills, I have ensured that the reports that go to the clients are relevant and focused, and are continually improved. The reports I have produced and the presentations I have made were well received by all my clients. As a result of the combination of my analytical thinking and interpersonal and communication skills, my brief has been extended to lead the development of the strategic plan for the organisation.*

***Example 2:*** *(a) The unit I was attached to was responsible for producing a management report and supporting oral presentation for several large clients, some with significant problems and issues to report. In some cases the management report was publicly available and was subject to a great deal of scrutiny. A new style/format of management letter needed to be developed for my clients, as many of the clients were complaining that the letters were too large/long and difficult to read.*

*(b) I was tasked with developing a new style of management letter for the clients. I had to meet stringent quality requirements/criteria whilst addressing the need to reduce its size. Following consultation, mainly over the phone and face-to-face, with the majority of our clients, I realised that a summarised report format with a better visual and more interactive presentation was the answer. I developed a format for a summarised report, reducing the average length from 40 pages to just 10. I achieved this through careful editing of information and increased use of graphs etc. I then developed a more focused presentation to clients and included more graphical displays and incorporated short presentations by colleagues directly involved in producing the work. During the presentations I encouraged clients to ask questions and develop their understanding of the issues at hand.*

*(c )The summarised management report and improved presentations were seen as a success by the clients, who with exception, in responding to an evaluation survey, found the new format/style better than the previous, and all requested that the revised system should be continued. 80% credit*

**Example 1 (above):**

This is **not** a good example because it:

* does not give sufficient details of exactly what the person did or how they actually demonstrated their *“ effective communications skills”*
* also, it is not clear where the information requested at (a), (b) and (c) (supplementary section) is presented.

**Example 2 (above):**

This is a **better** example because it:

* describes exactly what the person did and how they communicated, for example

***“…..consultation, mainly over the phone and face-to face” & “developed a format for a summarised report, reducing the average length from 40 pages to just 10” “achieved this through careful editing of the information and increased use of graphs”. “encouraged clients to ask questions”***

* also, it is clearer where the information requested at (a), (b) and (c) of the supplementary question section is presented.

**Reminder:**

**Once you have completed Question Areas 1-3, you should progress to Question Area 4 - a Knowledge/Experience Question. Please note that all four areas must be completed at the time of application.**

1. If you are submitting your application form via email we will accept the application form unsigned but you will be required to sign the Declaration at interview should you be invited to one. [↑](#footnote-ref-1)