

APPLICATION FORM

**Clerical Officer Grade III**

**St Luke’s General Hospital Carlow/Kilkenny**

Campaign Reference Number: SLKEOI202401

Thank you for applying to the HSE. Please read the Job Specification which provides useful information about the requirements of this role.

Please Note: This revised application form, is part of an IEHG improvement project. You may be asked to give feedback on the process.

|  |  |
| --- | --- |
| **Closing Date & Time** | **Thursday 04th April 2024 @ 5pm** |
| **How to apply** | Please complete application form and submit through our Rezoomo Recruitment page: <https://www.rezoomo.com/job/63148>**CV’s will not be accepted** |
| **Anticipated Interview Date(s)** | Interviews will be held as soon as possible after closing date. Candidates will normally be given at least one weeks’ notice of interview. The timescale may be reduced in exceptional circumstances  |

**APPLICANT DETAILS**

|  |  |
| --- | --- |
| First Name: |  |
| Last Name: |  |
| Address: |  |
|  |
|  |
|  |  |

|  |  |
| --- | --- |
| Contact Telephone**:** |  |
|  |  |

|  |  |
| --- | --- |
| Email Address**:** |  |

**Eligibility to work in Ireland:**

Are you eligible to work in the Republic of Ireland? **Yes □ No □**

Enclose a copy of your Valid Work Visa/Permit (if applicable)

|  |  |
| --- | --- |
| Expiry Date of Visa/Permit: |  |

**ELIGIBILITY CRITERIA**

**The Job Specification has listed the following eligibility criteria for this application. Please indicate below by tick box if you meet this criteria. Kindly note that the information provided in this application form will be used to determine your eligibility for the position.**

**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 complete each section below.

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| ***Experience relevant to the role:*** |  |
| 1. **Professional Qualifications, Experience, etc.**

Currently permanently employed as a Clerical Officer Grade III in the HSE  |  |  |
| 1. Have approval from Line Manager to apply.
 |  |  |

**EDUCATIONAL ACHIEVEMENTS**

**Please list your third level and any additional educational achievements relevant to this role.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates****From/To** | **Educational Institution** | **Conferring****Body** | **Course of Study** | **Qualification Achieved** | **Grades Achieved** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| **Additional training relevant to the role (including employment based training)** |
|  |
|  |

### CAREER OVERVIEW

Please ensure your full 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** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Detailed Career History - begin by listing the most recent first.**

|  |
| --- |
| **Job Title:** **Grade:** |
| **Employer(s) & Department Name:** |
| **From (00/00):** | **To(00/00):** |
| Main Roles & Responsibilities: |
| **Reason for leaving:** |

|  |
| --- |
| **Job Title:** **Grade:** |
| **Employer(s) & Department Name:** |
| **From (00/00):** | **To(00/00):** |
| Main Roles & Responsibilities: |
| **Reason for leaving:** |
| **Job Title:** **Grade:** |
| **Employer(s) & Department Name:** |
| **From (00/00):** | **To(00/00):** |
| Main Roles & Responsibilities: |
| **Reason for leaving:** |

|  |
| --- |
| **Job Title:** **Grade:** |
| **Employer(s) & Department Name:** |
| **From (00/00):** | **To(00/00):** |
| Main Roles & Responsibilities: |
| **Reason for leaving:** |

### Competency Questions

**As part of the interview process competency based questions will be asked. The competencies that will be addressed are explained below. As part of your interview preparation please ensure you have reflected on examples of how you have demonstrated your ability in each of the competency and skill areas and are prepared to discuss this in more depth at interview. A summary definition of each skill area is in the job specification.**

1. **Professional Knowledge & Experience**
2. **Planning and Managing Resources**
3. **Commitment to a Quality Service**
4. **Evaluating Information, Problem Solving & Decision Making**
5. **Team working**
6. **Communication & Interpersonal Skills**

### REFERENCES

**References**

We will seek the name, address, email address and occupation of **three referees** including your current manager once the outcome of the interview has been confirmed.

**Permission to contact referees following submission of their details**? Yes [ ]  / No [ ]

### General Declaration

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

**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.” 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.

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

**Signed:**

*(Name of Applicant)*

**Date:**

1. [↑](#footnote-ref-1)