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**Application Form**

**Senior Executive Officer (Grade V)**

Please read the candidate information booklet carefully

**Part A**

Applicants Details

|  |  |
| --- | --- |
| Personal Details |  |
| First Name |  |
| Surname |  |
| Address |  |
| Mobile Number |  |
| Email Address |  |

Education Section:

|  |  |
| --- | --- |
| Academic, Professional or Technical Qualifications (most recent first) |  |
|  |  |
| Full Title |  |
| Awarding Body |  |
| Year Obtained |  |
| NFQ Level |  |

|  |  |
| --- | --- |
|  |  |
| Full Title |  |
| Awarding Body |  |
| Year Obtained |  |
| NFQ Level |  |

|  |  |
| --- | --- |
|  |  |
| Full Title |  |
| Awarding Body |  |
| Year Obtained |  |
| NFQ Level |  |

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|  |  |
| Full Title |  |
| Awarding Body |  |
| Year Obtained |  |
| NFQ Level |  |

Employment Section:

|  |  |
| --- | --- |
| Employment Details (most recent first) |  |
|  |  |
| Employer’s Name |  |
| Dates |  |
| Job Title |  |
| Main Duties and responsibilities |  |

|  |  |
| --- | --- |
|  |  |
| Employer’s Name |  |
| Dates |  |
| Job Title |  |
| Main Duties and responsibilities |  |

|  |  |
| --- | --- |
|  |  |
| Employer’s Name |  |
| Dates |  |
| Job Title |  |
| Main Duties and responsibilities |  |

IT Skills:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MS Office | SKILL LEVEL *(PLEASE TICK TO INDICATE SKILL LEVEL)* | | | |
| None | Basic | Advanced | Expert |
| Word |  |  |  |  |
| PowerPoint |  |  |  |  |
| Excel |  |  |  |  |
|  |  |  |  |  |
| OTHER  *(Provide detail)* |  |  |  |  |

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**Part B**

**Senior Executive Officer (Grade V)**

**Competencies, Skills, Knowledge and Experience and Declaration**

In this part of the application, please provide details on how your professional experience meets the eligibility criteria for this post.

Please provide clear, detailed answers that demonstrate the depth and breadth of your experience in each area below, reflective of the requirements of this post. Please adhere to a word count of **250 words per each competency**.

|  |
| --- |
| 1. Analysis & Decision Making |
| Please provide an example which demonstrates your ability to analyse information and make decisions.  Effective performance indicators:  Effectively review a wide range of information/data, investigate relevant issues prior to making a decision; identify and understand key issues and trends; extract and interpret numerical information and conduct accurate numerical calculations. |
|  |

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| 1. Interpersonal and Communications Skills |
| Please provide an example which demonstrates your interpersonal and communication skills:  Effective performance indicators:  Ability to modify communication (written and verbal) to suit the needs of a situation/ audience; actively listening to the views of others; liaising with other groups to gain co-operation; dealing with customers in an efficient and respectful manner and being professional when dealing with challenging issues. |
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| 1. Management and Delivery of Results |
| Please provide an example which demonstrates your ability to manage and deliver results:  Effective performance indicators:  Candidates should be able to demonstrate that they have: taken ownership of tasks and saw them through to a satisfactory conclusion; were logical and pragmatic in setting objectives and delivering results with the resources available by effectively prioritising; estimating time parameters for projects and making contingencies to overcome obstacles. |
|  |

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| 1. Teamwork |
| Please provide an example which demonstrates your ability to work as part of a team tasked with achieving a common objective or where you have led a team to achieve a common objective.  Effective performance indicators:  Working well and developing effective relationships with diverse personalities; developing and maintaining good relationships with co-workers and managers. |
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| 1. Additional Information (Optional) |
| Please provide any additional information you consider relevant to your application. |
|  |

**Declaration**

|  |
| --- |
| By submitting this application form:  I hereby declare that I fulfil all the requirements set out for this position and that the information provided in this application form is correct.  I understand that if it is subsequently discovered that any statement is false or misleading, I could be disqualified from the selection campaign.  I understand canvassing will disqualify an applicant.  I understand that this completed application form, may be shared with external members of the panel and I consent to same. |

|  |
| --- |
| Name & Signature |
|  |

|  |
| --- |
| Date |
|  |

* The onus is on candidates to establish eligibility on this application form.
* Please ensure that you have completed all sections and that you have completed the declaration above.
* Please email the application form to recruit@qqi.ie
* If you have any queries relating to this application form or the information booklet, please contact recruit@qqi.ie
* The deadline for applications is 5pm on 16 December 2022.