**APPLICATION FORM**

**COMPETITION FOR COMMUNICATIONS SPECIALIST IN THE DEPARTMENT OF JUSTICE**

**Section A**

**Name of Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Division/Agency etc.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Educational Attainments/Qualifications**

**Secondary Level (Optional)**

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| --- | --- | --- | --- |
| Leaving Certificate/Other(Please specify): | Subjects | Grade Obtained: | Year Obtained: |
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**Third Level**

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| Degree/Post - Graduate Qualification (Specify University/College & Examining Authority): | Subject(s) in Final Exam | Grade Obtained (eg Pass, 2.2, 2.1, 1 etc) | Year Obtained: |
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| **Other** |
| (Please specify): |

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| 1. **Please give below, starting with your current details, particulars of all employment within the Civil or Public Service or, where relevant, outside of the Civil or Public Service.**
 |
| **Period in years/months** | **Date** | Grade | Department/Office/Organisation | **Section** |
| **From** | **To** |
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**2.** **RECENT CAREER HISTORY:***(Make a separate entry for the four (maximum) most recent changes of post, even within the same grade, within the Civil and Public service or, where relevant, outside of the Civil or Public Service.)*

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| PRESENT POSITION: FROM (date) |
| GRADE: | POST: |
| Main responsibilities and significant features of that post |
|  |
| Staff reporting to you (numbers and grades): |

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| PREVIOUS POSITION: FROM (date)  |
| GRADE: | POST: |
| Main responsibilities and significant features of that post |
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| Staff reporting to you (numbers and grades): |

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| PREVIOUS POSITION: FROM (date) |
| GRADE: | POST: |
| Main responsibilities and significant features of that post |
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| Staff reporting to you (numbers and grades): |

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| PREVIOUS POSITION: FROM (date)  |
| GRADE: | POST: |
| Main responsibilities and significant features of that post |
|  |
| Staff reporting to you (numbers and grades): |

**Section B**

**Name of Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Using the space below for each of the areas, please briefly describe in each case a specific experience or achievement, from your career to date, which you feel demonstrates your suitability to meet the challenges of the Communications Specialist. Do **not** expand beyond the space allotted for each example. **(Max. 400 Words per competency; descriptions of each competency are provided in the information booklet supplied to each candidate)**

1. **Specialist Knowledge Expertise and Self Development**

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**2)** **Judgement, Analysis and Decision Making**

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**3) Management and Delivery of Results**

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**4) Interpersonal and Communications Skills**

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**5) Team Leadership**

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**6) Drive and Commitment to Public Service Values**

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