

 **Competition for the Role of Archivist Grade III** (**Administrative Officer Level)**

**In the Department of Justice**

Please see the Booklet for information/instructions on the application process and this application form.

The Department of Justice will process any personal data provided by you in connection with this application in accordance with the General Data Protection Regulation and the Data Protection Act 2018.

**Section A**

| 1. **Personal Details**
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| **Name** |  |
| **Address** |  |
|  |
| **Phone Number** |  |
| **Email** |  |

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| 1. **Educational Qualifications (most recent first)**

**If required, please insert additional rows.** |
| **Qualification/Award** | **Institution/University** | **Dates**  | **Grade Obtained** |
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| 1. **Membership of Professional body (if applicable)**
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| **Professional Body** | **Level of Membership**  |
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| 1. **Employment History (most recent first)**

**Copy and paste the blank fields to add more employment records as necessary** |
| **Employer Name** |  |
| **Employer Address** |  |
| **Title of Post Held** |  |
| **Start Date (Month and year)** |  | **End Date****(Month and year)** |  |
| **Reason for Leaving** |  |
| **Summary of Role (Max 250 words – please note only the first 250 words will be considered as part of the application)** |  |

|  |  |
| --- | --- |
| **Employer Name** |  |
| **Employer Address** |  |
| **Title of Post Held** |  |
| **Start Date (Month and year)** |  | **End Date****(Month and year)** |  |
| **Reason for Leaving** |  |
| **Summary of Role (Max 250 words – please note only the first 250 words will be considered as part of the application)** |  |

|  |  |
| --- | --- |
| **Employer Name** |  |
| **Employer Address** |  |
| **Title of Post Held** |  |
| **Start Date (Month and year)** |  | **End Date****(Month and year)** |  |
| **Reason for Leaving** |  |
| **Summary of Role (Max 250 words – please note only the first 250 words will be considered as part of the application)** |  |

**Section B**

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| 1. **Competency Appraisal and Evidence of Experience**

Please provide details of your experience in the following areas using specific examples from your career to date which you feel demonstrates your suitability to the role of Archivist Grade III at AO level. Further details regarding the competencies can be found in the information booklet. Do not exceed the maximum word count indicated.   |
| 1. Specialist Knowledge, Expertise and Self Development **(Max 400 words)**
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|   |
| 1. Leadership Potential **(Max 400 words)**
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| 1. Analysis & Decision Making **(Max 400 words)**
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| 1. Delivery of Results **(Max 400 words)**
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| 1. Interpersonal & Communication Skills **(Max 400 words)**
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| 1. Drive and Commitment to Public Service Values **(Max 400 words)**
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**Section C**

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| 1. **Personal Statement**

Outline below why you wish to be considered for this post and why you believe your skills and experience would be relevant to the role of Archivist Grade III **(Max 750 words)** |
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**Section D**

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| 1. **Reasonable Accommodation**
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| Candidates who indicate that they would like to avail of reasonable accommodations will be contacted directly by a member of our HR team and may be asked to submit a medical report, the purpose of which is to provide information to act as a basis for determining reasonable accommodations where appropriate. |
| Please indicate whether you would like to avail of reasonable accommodations by ticking either Yes/No: If yes please provide a brief description of the reasonable accommodation required below | ☐ Yes | ☐ No |
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 **Section E**

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| 1. **Declaration**
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| By submitting this completed form for the role of the Archivist Grade III in the Department of Justice, you are confirming that all information provided in this application is true and correct and that you have read the conditions of appointment outlined in the Candidate Information Booklet for this post. Please be aware that should any of the information provided in this application be found to be false, misleading or inaccurate in any material way, the Department of Justice reserves the right to withdraw any offer of employment made to you or, if you have already commenced employment when this is discovered, to terminate your employment.  |
| **Name of Applicant:** |  |
| **Date of Submission:** |  |