

**APPLICATION FORM**

**SERVICE OFFICER IN THE DEPARTMENT OF JUSTICE AND EQUALITY**

**Section A**

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

**Educational Attainments/Qualifications**

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| --- | --- | --- | --- |
| **Secondary Level (Optional)** | | | |
| Leaving Certificate/Other  (Please specify): | Subjects | Grade Obtained: | Year Obtained: |
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| **Third Level** | | | |
| 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 your employment history.** | | | | | |
| **Period in years/months** | **Date** | | Position Title | Organisation | **Section** |
| **From** | **To** |
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**2.** **RECENT CAREER HISTORY:***(Make a separate entry for the four most recent changes of post.)*

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| PRESENT POSITION: FROM (date) | |
| TITLE: | POST: |
| Main responsibilities and relevant experience/achievements of that post | |
|  | |
| Staff reporting to you (numbers and grades): | |

|  |  |
| --- | --- |
| PREVIOUS POSITION: FROM (date) | |
| TITLE: | POST: |
| Main responsibilities and relevant experience/achievements of that post | |
|  | |
| Staff reporting to you (numbers and grades): | |

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| --- | --- |
| PREVIOUS POSITION: FROM (date) | |
| TITLE: | POST: |
| Main responsibilities and relevant experience/achievements of that post | |
|  | |
| Staff reporting to you (numbers and grades): | |

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| --- | --- |
| PREVIOUS POSITION: FROM (date) | |
| TITLE: | POST: |
| Main responsibilities and relevant experience/achievements 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 Service Officer. 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) Teamwork**

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**2)** **Initiative and Problem Solving**

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**3) Delivery of Results**

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**4) Customer Service and Communication Skills**

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**5) Drive and Commitment**

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**6) Specialist Knowledge, Expertise and Self Development**

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