

**OPEN COMPETITION FOR APPOINTMENT AS HIGHER EXECUTIVE OFFICER (HR)**

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

**Application Forms must be submitted using Microsoft Word only. Applications using another programme, such as ‘.pdf’, will not be accepted.**

**Please indicate below which HR role you are applying for:**

Employee Relations

Data Analytics

Other (Generalist)

**Section A**

| 1. **Personal Details** | |
| --- | --- |
| **Name** |  |
| **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. **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)** |  | | |

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| --- | --- | --- | --- |
| **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)** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **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)** |  | | |

**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 Higher Executive Officer. Further details regarding the competencies can be found in the information booklet. Do not exceed the maximum word count indicated. |
| 1. Team Leadership **(Max 400 words)** |
| (/400) |
| 1. Judgement, Analysis & Decision Making **(Max 400 words)** |
| (/400) |
| 1. Management & Delivery of Results **(Max 400 words)** |
| (/400) |
| 1. Interpersonal & Communication Skills **(Max 400 words)** |
| (/400) |
| 1. Drive & Commitment to Public Service Values **(Max 400 words)** |
| (/400) |
| 1. Specialist Knowledge, Expertise & Self Development **(Max 400 words)** |
| (/400) |

**Section C**

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| 1. **Personal Statement**   Please outline the reasons for your candidacy and the qualities you would bring to the Higher Executive Officer (HR) role. This should make reference to your own experience, skills and attributes relevant to the role of Higher Executive Officer (HR). (Max 750 words) |
| (/750) |

**Section D**

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| 1. **Reasonable Accommodation** | | |
| Candidates are advised to outline below if they would like to avail of any reasonable accommodations during or after the recruitment process. If so, they may 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 |
|  | | |

I confirm that all information in this application form is correct as at the date of submission.

Signed (Electronic signature accepted) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_