Top of Form

|  |
| --- |
|  |
| SFPA Clerical Officer |
|  |

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Address |  |
| Email |  |
| Phone |  |
| Are you aware this position is based in Greencastle, Co. Donegal? | [ ]  Yes[ ]  No |
| Please confirm your current notice period. |  |
| Where did you see this position advertised? | [ ]  Linked In[ ]  Public Jobs[ ]  Jobs.ie[ ]  Word of Mouth [ ]  Internal SFPA[ ]  Recruiter approach[ ]  OtherIf Other, please state:        |
| Are you currently eligible to work in Ireland and if so, on what basis? | [ ]  Irish/EU/EEA/UK Citizen [ ]  Stamp 4 Work Permit [ ]  Stamp 2 Work Permit [ ]  Stamp 1g Work Permit [ ]  Not currently eligible to work in Ireland [ ]  OtherIf Other, please state:       |
| The starting salary is €590.21 per week (entry level). Candidates should note that entry will be at the first point of the salary scale. Different pay and conditions may apply if, immediately prior to appointment, the appointee is a serving civil or public servant. | [ ]  I understand[ ]  I do not understand  |
| If you are currently working in the public or civil service, please confirm your current grade, salary and point on the scale. |  |
|  |
| **Academic, Professional and Technical Qualifications** |
| ***Candidates will be required to produce evidence of qualifications on appointment Educational Information (Secondary Education)*** |
| Name & Address of School |  |
| Years Attended |  |
| Qualification & Summary of Results |  |
| **Please start the list with your most recent qualification.** |
| ***Educational Information Continued University or other Third Level Institute***  |
| Name & Address of Institute |  |
| Years Attended |  |
| Qualification Obtained |  |
| Summary of Results Obtained |  |
| Name & Address of Institute |  |
| Years Attended |  |
| Qualification Obtained |  |
| Summary of Results Obtained |  |
| Name & Address of Institute |  |
| Years Attended |  |
| Qualification Obtained |  |
| Summary of Results Obtained |  |
| Name & Address of Institute |  |
| Years Attended |  |
| Qualification Obtained |  |
| Summary of Results Obtained |  |
| Other Qualifications (Please list any other qualifications here if necessary) |  |
| **Employment Record** |
| *Employment Record - Please start the list with your most recent employment.* |
| Dates (MM/YYYY) From - To |  |
| Contract Type\* (Permanent/Contract/Temporary) |  |
| Job Title |  |
| Employer Name & Address |  |
| Short Description of Relevant Duties etc. \*Include reason for leaving\* |  |
| Dates (MM/YYYY) From - To |  |
| Contract Type\* (Permanent/Contract/Temporary) |  |
| Job Title |  |
| Employer Name & Address |  |
| Short Description of Relevant Duties, etc. \*Include reason for leaving\* |  |
| Dates (MM/YYYY) From - To |  |
| Contract Type\* (Permanent/Contract/Temporary) |  |
| Job Title |  |
| Employer Name & Address |  |
| Short Description of Relevant Duties, etc. \*Include reason for leaving\* |  |
| Dates (MM/YYYY) From - To |  |
| Contract Type\* (Permanent/Contract/Temporary) |  |
| Job Title |  |
| Employer Name & Address |  |
| Short Description of Relevant Duties, etc. \*Include reason for leaving\* |  |
| Dates (MM/YYYY) From - To |  |
| Contract Type\* (Permanent/Contract/Temporary) |  |
| Job Title |  |
| Employer Name & Address |  |
| Short Description of Relevant Duties, etc. \*Include reason for leaving\* |  |
| Dates (MM/YYYY) From - To |  |
| Contract Type\* (Permanent/Contract/Temporary) |  |
| Job Title |  |
| Employer Name & Address |  |
| Short Description of Relevant Duties, etc. \*Include reason for leaving\* |  |
|  |
|  |
| **Interview Arrangements** |
| *Please see additional questions below relating to specific interview arrangements and more.* |
| Please provide details of any special arrangements in relation to either communications or access which you may require if invited to interview: |  |
| Have you previously availed of a voluntary Early Retirement Scheme or any other Redundancy scheme in the Public Sector? (Yes/No) |  |
| Have you previously applied for a position in the Sea Fisheries Protection Authority? If yes, please specify position/s applied for and date/s of application: |  |
| Are you proficient in the Irish Language? (Yes/No) Candidates who indicate that they are fluent in Irish will, if called to final interview be required to undergo a test in order to verify their ability to communicate effectively in Irish? | [ ]  Yes[ ]  No |
|  |
|  |
| **Supplementary Capability Question Section for the post of a Clerical Officer:** |
| *With reference to the* [*Clerical Officer*](https://www.publicjobs.ie/en/information-hub/capability-framework/clerical-officer)*, please briefly highlight specific achievements, contributions or expertise you have developed from your career to date that clearly demonstrate your suitability to meet the challenges of this role.**Please do not use the same example to illustrate your answer to more than 2 questions. Please note all questions must be answered.* |
| **Building Future Readiness.** **Please give examples below.**    |
| **Evidence-Informed Delivery.** **Please give examples below.**  |
| **Communicating and Collaborating’.** **Please give examples below.**  |
|  |
| **Declaration** |
| *Please Note: Candidates may be disqualified from consideration if they provide false or misleading information as part of their application. I confirm that all information submitted is correct.* |
| Signature: (can be typed in) |  |
| Name: (In Block Capitals) |  |
| Date: |  |

Bottom of Form