Application Form

## Post: Education Officer, Clerical Officer Level

To ensure quality of opportunity for all applicants:

* Application forms should be completed in no smaller than size 10 font.
* Applications should only be submitted by email to [jobs@watersafety.ie](mailto:jobs@watersafety.ie) If you have a disability and this precludes you from completing this application form and/or submitting it by the closing date, please contact [jobs@watersafety.ie](mailto:jobs@watersafety.ie) for alternative arrangements and/or reasonable adjustments.
* In relation to employment history, if the space provided is insufficient, please attach additional pages ensuring to use the same format.
* Please read the person specification (see Job Description) which provides relevant information about the requirements of this post.
* Do not submit a CV or a cover letter as it will not be considered.
* Late or incomplete applications will not be considered.
* In order to be considered for this post, candidates must submit this completed application form before Monday 21st December 2022 at 17.00 hours GMT.
* Interviews will take place in Galway or online in January 2023.

Candidates must clearly outline on their application forms how their qualifications and experience meet each of the essential and desirable requirements.

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

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| 1. **Employment History** (most recent first – please include as an appendix to this application form any further employment history that you wish to add). | | | |
| **Employer Name** |  | | |
| **Employer Address** |  | | |
| **Position** |  | | |
| **Start Date (Day, Month and Year)** |  | End Date (Day, Month and Year) |  |
| **Brief Summary of Role**  (Max 200 words – please note only the first 200 words will be considered as part of the application) |  | | |
| **Employment History** (Continued) | | | |
| **Employer Name** |  | | |
| **Employer Address** |  | | |
| **Position** |  | | |
| **Start Date (Day, Month and Year)** |  | End Date (Day, Month and Year) |  |
| **Brief Summary of Role**  (Max 200 words – please note only the first 200 words will be considered as part of the application) |  | | |

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| **Employment History** (Continued) | | | |
| **Employer Name** |  | | |
| **Employer Address** |  | | |
| **Position** |  | | |
| **Start Date (Day, Month and Year)** |  | End Date (Day, Month and Year) |  |
| **Brief Summary of Role**  (Max 200 words – please note only the first 200 words will be considered as part of the application) |  | | |

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| **Employment History** (Continued) | | | |
| **Employer Name** |  | | |
| **Employer Address** |  | | |
| **Position** |  | | |
| **Start Date (Day, Month and Year)** |  | End Date (Day, Month and Year) |  |
| **Brief Summary of Role**  (Max 200 words – please note only the first 200 words will be considered as part of the application) |  | | |

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| 1. **Educational Qualifications & Training** *(most recent first)* | | |
| **Qualification/Award** | **Institution** | **Year** |
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| 1. **Membership of Professional Bodies** *(if applicable)* | |
| **Professional Body** | **Level of Membership and Membership Number** |
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| 1. Essential Evidence of Experience   *Provide details of your experience in the following areas. Specific examples should be used to demonstrate this experience. (Max 300 words – please note only the first 300 words will be considered as part of the application)* | | | | | | |
| A qualification of at least Diploma level from a recognised university or other third level institution in Education or Training | Office Use only | 0 | 1 | 2 | 3 | 4 |
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| A key function of the Education Officer is the development, delivery, and maintenance of educational initiatives. Please outline your experience to date in these tasks. (*Max 300 words)* | Office Use only | 0 | 1 | 2 | 3 | 4 |
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| A key function of the Education Officer is to support other stakeholders in the Education Function of the organisation. This will include both administrative tasks and managing online portals. Please outline your experience in relation to information management and processing. (*Max 300 words)* | Office Use only | 0 | 1 | 2 | 3 | 4 |
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| Desired experience of the Education Officer includes experience in policy development, policy research and report writing. Please outline your relative experience. (Max 300 words) | Office Use only | 0 | 1 | 2 | 3 | 4 |
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| 1. **Core Competencies of a Clerical Officer**   *Provide details of how you meet the desirable criteria as outlined. (Max 300 words – please note only the first 300 words will be considered as part of the application)* | | | | | | |
| One core competency of this role is effective analysis and decision making. This will underpin the officer’s ability to work well on their own initiative, prioritising multiple projects simultaneously and ensuring delivery of results. Please cite an example where your decision-making process was challenged. What was the result? (*Max 300 words)* | Office Use only | 0 | 1 | 2 | 3 | 4 |
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| One core competency of this role is s effective teamwork and communication within various teams. Please outline your experience working within a team. (*Max 300 words)* | Office Use only | 0 | 1 | 2 | 3 | 4 |
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| One core competency of this role is the commitment to continuous personal development. Please outline your own personal development plan. (*Max 300 words)* | Office Use only | 0 | 1 | 2 | 3 | 4 |
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| 1. **General Information** | |
| The right to work within the European Union (EU) | Tick as applicable: Yes: 🞏 No: 🞏 |
| Do you possess a full current driving licence? | Tick as applicable: Yes: 🞏 No: 🞏 |

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| 1. **Referees (Minimum of two required – please note that referees sought will include your current employer and your next most recent employer)**   *Note: We will not contact your referees without your prior consent.* | | | |
| **Name/Position** | **Nature of Relationship** | **Phone Number** | **E-mail address** |
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| **Declaration** | |
| By submitting this completed form for the role of Education Officer, 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, Water Safety Ireland 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. | |
| **Signature** |  |