Application Form

## Post: Business Development Officer, Higher Executive Officer Level

To ensure quality of opportunity for all applicants:

* Application forms should be completed in no smaller than size 10 font.
* 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.
* Deadline for application submission is Monday March 27th, 2023 at 5pm, GMT.
* Interviews will take place either online or in person in the Galway HQ in early April 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) |  |

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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 | Office Use only | 0 | 1 | 2 | 3 | 4 |
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| 1. **Core Competencies**   *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 team leadership. Please provide an example of your ability to manage a high performing team. (*Max 300 words)* | Office Use only | 0 | 1 | 2 | 3 | 4 |
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| One core competency of this role is judgement, analysis and decision making. Please provide an example of your ability to demonstrate this competency. (*Max 300 words)* | Office Use only | 0 | 1 | 2 | 3 | 4 |
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| One core competency of this role is management and delivery of results. Please provide an example of your ability to establish new business and build a quality brand or organisational reputation. (*Max 300 words)* | Office Use only | 0 | 1 | 2 | 3 | 4 |
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| One core competency of this role is Interpersonal and Communication Skills. Please provide an example of your ability to communicate and also to understand customer needs and wants and meet these. (*Max 300 words)* | Office Use only | 0 | 1 | 2 | 3 | 4 |
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| One core competency of this role is Specialist knowledge, expertise and self-development. Please provide an example of your ability to identify and drive and build constructive business relationships. (*Max 300 words)* | Office Use only | 0 | 1 | 2 | 3 | 4 |
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| One core competency of this role is Drive and Commitment to Public Service Values. Please provide an example of when your integrity and professionalism were challenged. (*Max 300 words)* | Office Use only | 0 | 1 | 2 | 3 | 4 |
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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** |  |