Clerical Officer, Office of the Planning Regulator

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| **PERSONAL DETAILS** | | | |
| **Title:** | **Surname:** | | **First name(s):** |
| **Address:** | | **Phone:** **Email:** | |
| Are you an Irish/EEA Citizen? Yes/No If no, are you eligible to work in Ireland? | | How did you hear about this post? | |

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| Your Consent  In order for the Office of the Planning Regulator (OPR) to accept your application form, you must provide consent for the Agency to process your job application in line with the Agency Privacy Notice regarding Job Applications.  This statement (the “Privacy Statement”) aims at informing you of how the OPR will use the information you submit when applying for a job at the OPR ("Job Application Data"). All Job Application Data you submit to the OPR is retained in the OPR.  This Privacy Statement covers any Job Application Data you submit, such as:  • Name, address, email address, telephone number, or other contact information;  • Information contained in your CV or cover letter, such as previous work experience, education, or other information you provide for our consideration;  • Type of employment sought, desired salary, willingness to relocate, or other job preferences, and  • Names and contact information for referrals  It is your responsibility to obtain consent from references before providing their personal information to us. For the avoidance of doubt, the OPR does not wish to receive any confidential or proprietary (or patented) information which you have received from your previous employers.  Only select employees of the OPR - such as your potential future manager(s), employees of the Human Resources Department, and IT (for maintenance purposes only) - and select employees of our external service providers who support the OPR with the administration of recruitment applications, have access to your Job Application Data.  The OPR will not supply any data to any third party other than those identified above without your express authorization.  The Job Application Data you provide will be used to assess your application for employment at the OPR, to verify your information and conduct reference checks, and to communicate with you.  If you accept employment with the OPR the information collected will become part of your employment record and will be used for employment purposes.  Your Job Application Data is stored in our applicant’s data base for two (2) years as from your most recent submission of Job Application Data.  Please tick the box to confirm consent to the OPR processing your application in accordance with the above Privacy Notice.  **Notes for Applicants:**   1. Each section of the form should be completed. 2. Candidates must provide a covering letter outlining their suitability for the post and a completed application form, preferably in PDF format. 3. Incomplete applications will not be considered for shortlisting. 4. Applications will not be accepted under any circumstances after the closing date.   **APPLICATIONS SHOULD BE EMAILED TO**: [recruiting@opr.ie](mailto:recruiting@opr.ie)  **CLOSING DATE IS 21 MAY 2019** | |
| 1. **APPLICANT DECLARATION** | |
| All information provided in this application is, to the best of my knowledge true and correct.  I understand that should any of the particulars furnished in this application be found to be false or inaccurate in a material particular, action may be taken to withdraw any offer of employment. | |
| **Name:** | **Date:** |

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| 1. **RECENT EMPLOYMENT** - Please detail below, in date order, starting with your current role, full particulars of all employment between the date of leaving college and the present date. No period between those dates should be unaccounted for. Please add new records as required. | | | |
| **EMPLOYER**  (Name & address) | **POSITION**  brief description of duties and achievements | **DATE FROM** | **DATE TO** |
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| 1. **EDUCATION** | | | |
| **Qualification** | **Academic Institution** | **Course** | **Year** |
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| 1. **PROFESSIONAL MEMBERSHIPS/ASSOCIATIONS** |
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| 1. **REFEREES** Please provide details of two Referees who are known to you.   (Referees will not be contacted unless an offer of employment has been made) | |
| **Referee No. 1** | **Referee No. 2** |
| Name: | Name: |
| Address: | Address: |
| Contact Number: | Contact Number: |
| Email address: | Email address: |
| Relationship to you: | Relationship to you: |

**Competency Assessment**

In the following sections, you are asked to describe some of your personal achievements to date that demonstrate certain skills and abilities which have been identified as necessary for the position of Clerical Officer

In no more than 200 words in the space provided under each competency briefly set out what you consider to be a good example of how you demonstrated your ability in each of these areas. Your example should include a brief description of the nature of the task/problem, which demonstrated the skill required and the outcome.

Please try not to use the same example to illustrate your answer repeatedly.

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| **Customer Service and Communication Skills** |
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| **Information Management/Processing** |
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| **Delivery of Results** |
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| **Drive & Commitment to Public Service Values** |
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| **Team Work** |
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| **Specialist Knowledge, Expertise and Self Development** |
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| **ADDITIONAL INFORMATION**  Please provide any additional information that you deem relevant to your application |
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