Clerical Officer – Corporate Services

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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 OPR to process your job application. In line with General Data Protection Regulations (GDPR), the OPR needs to process the personal data of applicants for the purposes of enabling the organisation to consider their suitability for employment and for the purposes of administering their employment, in line with the OPR Data Privacy Policy and OPR Data Protection Policy which are available from the OPR upon request. You may withdraw your consent at any time by contacting dataprotection@opr.ie. You also have the right to request access to and rectification or erasure of personal data, or restriction of processing or to object to the processing of your personal data. Please contact the DPO for any further information in this regard.  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 Team, 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 application data.  The OPR will not supply any data to any third party other than those identified above without your express authorisation.  The OPR shall retain the personal data of unsuccessful candidates for 12 months following the date of the role being filled.  The 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 in accordance with our Data Protection Policy and Data Privacy Policy.  You have the right to make a complaint to the Data Protection Commission in respect of the unlawful processing of your 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 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 12 MARCH 2021** | |
| 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, 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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| **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 – Corporate Services.

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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| **TEAM WORK** |
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| **INFORMATION MANAGEMENT / PROCESSING** |
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| **DELIVERY OF RESULTS** |
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| **CUSTOMER SERVICE AND COMMUNICATION SKILLS** |
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| **SPECIALIST KNOWLEDGE, EXPERTISE AND SELF DEVELOPMENT** |
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| **DRIVE AND COMMITMENT TO PUBLIC SERVICE VALUES** |
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| **ADDITIONAL INFORMATION**  Please provide any additional information that you deem relevant to your application |
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