

Application Form

Administrative Assistant

An Bord pleanála

**October 2022**



Part 1

1. Personal Details

Please complete and return this application form to recruitment@pleanala.ie, no later than **Wednesday 09 November 2022 at 3.00 p.m.**

|  |
| --- |
| Name:  |
| Address: |
| Contact Details: Home/Mobile No:  |
| E-mail address: |
| If you will require special facilities at the interview location (e.g. wheelchair access, sign interpreter, braille etc.), please specify special assistance required in the box below: |
|  |

I hereby declare that I fulfil all the requirements set out for the post of Administrative Assistant and that the information given in this form is correct. I give my permission for enquiries to be made to establish such matters as qualifications, experience and character and for the release by other people or organisations of such information as may be necessary for that purpose. This may include enquiries from past/present employers and the submission of this application is taken as consent to this. I understand that An Bord Pleanála will not contact my current employer without my prior consent.

Please **tick** this **box to authorise** An Bord Pleanála expressed permission to use your personal data in relation in this competition, I refer you to point 15 in the competition booklet for further information.

Signature: Date:

1. Education - Level/Higher and Professional Qualifications (including courses at present being pursued)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title of Certificates/, Degree(s)/ Qualification(s) held | Grade(s) (e.g. A, D, H Pass; 2.2; 2.1; 1 etc.) | Course Duration (F/P-time) | School, University, College or Examining Authority | Year ofAward |
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|  |  |  |  |  |

1. Employment - Please provide a short résumé of your professional career to date by completing the following table:

|  |  |
| --- | --- |
| **Name/Address of Employer** |  |
| **Title of Post** |  |
| **Start Date** **(Month, year)** |  | **Finish Date****(Month, year)** |  |
| **Brief Description of duties (Max 200 words)** |  |

|  |  |
| --- | --- |
| **Name/Address of Employer** |  |
| **Title of Post** |  |
| **Start Date** **(Month, year)** |  | **Finish Date****(Month, year)** |  |
| **Brief Description of duties (Max 200 words)** |  |

|  |  |
| --- | --- |
| **Name/Address of Employer** |  |
| **Title of Post** |  |
| **Start Date** **(Month, year)** |  | **Finish Date****(Month, year)** |  |
| **Brief Description of duties (Max 200 words)** |  |

|  |  |
| --- | --- |
| **Name/Address of Employer** |  |
| **Title of Post** |  |
| **Start Date** **(Month, year)** |  | **Finish Date****(Month, year)** |  |
| **Brief Description of duties (Max 200 words)** |  |

(If you have further relevant experience please include at the end of the form)

1. Competitive Irish Language Test (Optional)

You may have your ability to communicate effectively in Irish assessed at a separate competitive language test. This test will comprise conversation on every day topics. In the event that you are rated as being proficient in Irish you will be awarded marks in respect of such proficiency.

I wish to be assessed at a separate competitive language test

**Please note that the test for the competitive language will be scheduled for a specific date and the Board will not be in a position to reschedule the time nor date.**

PART 2

In this section we ask you to give examples from your experience, which would be relevant to the work of an Administrative Assistant in An Bord Pleanála. Boxes 1-2 on the following pages correlate to the relevant competencies as set out in the information booklet (Appendix 2). You may include experiences from any kind of setting, for example, education, leisure activities, paid employment, voluntary work, etc. These experiences may be specific incidents or examples of sustained high performance over a sustained period of time.

Compose your replies very carefully having regard to the requirements for the role and try to structure what you write so that you give specific information about what **you** have done – for example, do not say “X was successful”, describe exactly what **you** did and why you did it. The information you provide may be used to help structure your interview. Please do not exceed the word count for each competency.

For each of your examples, please include the following:

1. **the nature of the task, problem, situation or objective**
2. **what you actually did and how you demonstrated the skill/quality**
3. **the outcome or result of the situation and your estimate of the proportion of credit you can claim for the outcome**

Please do not use the same example to illustrate your answer to more than one competency. All elements of the application form must be completed in order for your application to be considered.

Please note: If you are called for interview, *the interview board will question candidates in relation to the following areas, but not necessarily in the order presented here. Please ensure that you have considered your experiences in each, as the board will be interested in exploring each area thoroughly and systematically in order to build up a picture of your strengths and weaknesses.* ***The Interview board may want to discuss other examples from your experiences, within each skill/quality area, other than the ones you present here.***

**Before you submit the form to An Bord Pleanála please ensure that you have completed all sections of it and submit it electronically as specified in the Information Booklet.**

**The onus is on candidates to establish eligibility in this application form**. **Evidence of qualifications will be required should you be offered a position.**

* + - 1. Delivery of results & Teamwork (max 500 words)
			2. Customer Service & Communication Skills – (max 500 words)

**Given the description of the position outlined in the information booklet, we’d like you to tell us, in the space provided, what you feel you would bring to the Administrative Assistant role. Please feel free to focus on one or two of your strong points (max 500 words)**