

APPLICATION FORM

Executive Assistant, Grade V

Ireland East Hospital Group

This is an updated Application Form as part of a continuous improvement project.

Please read the Job Specification which provides useful information about the requirements of this role.

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| **Closing Date & Time** | **Monday 11th May 2020 @ 5pm** |
| **Anticipated Interview Date(s)** | **May 2020** |

**APPLICANT DETAILS**

|  |  |
| --- | --- |
| First Name: |  |
| Last Name: |  |
|  |  |
| Address: |  |
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|  |  |
| --- | --- |
| Contact Telephone**:** |  |
|  |  |

|  |  |
| --- | --- |
| Email Address**:** |  |

**Eligibility to work in Ireland:**

Are you eligible to work in the Republic of Ireland? **Yes □ No □**

Enclose a copy of your Valid Work Visa/Permit (if applicable)

|  |  |
| --- | --- |
| Expiry Date of Visa/Permit: |  |

**ELIGIBILITY CRITERIA**

**The Job Specification has listed the following eligibility criteria for this application. Please indicate below by tick box if you meet this criteria. Kindly note that the information provided in this application form will be used to determine your eligibility for the position.**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Have satisfactory experience as a clerical officer in the HSE, TUSLA, other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004 |  |  |
| Have obtained a pass (Grade D) in at least five subjects from the approved list of subjects in the Department of Education Leaving Certificate Examination, including Mathematics and English or Irish1. Candidates should have obtained at least Grade C on higher level papers in three subjects in that examination |  |  |
| Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction. |  |  |
| Hold a comparable and relevant third level qualification of at least level 6 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI) |  |  |
| Post Specific Requirements; |  | |
| Significant experience in the creation of professional documents, presentations and reports |  |  |
| Significant experience in a role that has involved dealing with senior managers and other key internal and external stakeholders |  |  |
| Experience of managing staff and supervising the workload of a busy office. |  |  |
| Access to appropriate transport to fulfil the requirements of the role as post may involve frequent travel. |  |  |
| A flexible approach to working hours is required in order to ensure deadlines are met. |  |  |
| Desirable |  |  |
| Experience working in a similar role within a Healthcare setting is desirable but not essential. |  |  |

**EDUCATIONAL ACHIEVEMENTS**

**Please list your third level and any additional educational achievements relevant to this role.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates**  **From/To** | **Educational Institution** | **Conferring**  **Body** | **Course of Study** | **Qualification Achieved** | **Grades Achieved** |
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| **Additional training relevant to the role (including employment based training)** |
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### CAREER OVERVIEW

Please ensure your full career history is clearly outlined below (e.g. if you took a career break, spent time out of work please include). **Please begin by listing the most recent first.**

|  |  |
| --- | --- |
| **Job Title:**  **Grade:** | |
| **Employer(s) & Department Name:** | |
| **From (00/00):** | **To(00/00):** |
| **Main Roles & Responsibilities:** | |
| **Reason for leaving:** | |

|  |  |
| --- | --- |
| **Job Title:**  **Grade:** | |
| **Employer(s) & Department Name:** | |
| **From (00/00):** | **To(00/00):** |
| **Main Roles & Responsibilities:** | |
| **Reason for leaving:** | |
| **Job Title:**  **Grade/ Management Level *(if applicable):*** | |
| **Employer(s) & Department Name:** | |
| **From (00/00):** | **To(00/00):** |
| **Main Roles & Responsibilities:** | |
| **Reason for leaving:** | |

|  |  |
| --- | --- |
| **Job Title:**  **Grade/ Management Level *(if applicable):*** | |
| **Employer(s) & Department Name:** | |
| **From (00/00):** | **To(00/00):** |
| **Main Roles & Responsibilities:** | |
| **Reason for leaving:** | |

### Competency Questions

**As part of the interview process competency based questions will be asked. The competencies that will be addressed are explained below. As part of your interview preparation please ensure you have reflected on examples of how you have demonstrated your ability in each of the competency and skill areas and are prepared to discuss this in more depth at interview. Please reference the job specification for a summary definition of each competency/skill area.**

1. **Professional Knowledge & Experience**
2. **Planning and Managing Resources**
3. **Evaluating Information, Problem Solving & Decision Making**
4. **Team Working & Leadership Skills**
5. **Commitment to a Quality Service**
6. **Communication & Interpersonal Skills**

### General Declaration

It is important that you read this Declaration carefully and then sign it in the space below.

**Declaration:** “I declare that to the best of my knowledge and belief there is nothing in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed by virtue of my appointment to this position. I hereby confirm my irrevocable consent to the Health Service Executive to the making of such enquiries, as the Health Service Executive deems necessary in respect of my suitability for the post in respect of which this application is made.

I hereby accept and confirm the entitlement of the Health Service Executive to reject my application or terminate my employment (in the event of a contract of employment having been entered into) if I have omitted to furnish the Health Service Executive with any information relevant to my application or to my continued employment with the Health Service Executive or where I have made any false statement or misrepresentation relevant to this application or my continuing employment with the Health Service Executive.

Furthermore, I hereby declare that all the particulars furnished in connection with this application are true, and that I am aware of the qualifications and particulars for this position. I understand that I may be required to submit documentary evidence in support of any particulars given by me on my Application Form. I understand that any false or misleading information submitted by me will render me liable to automatic disqualification or render me liable to dismissal, if employed.” If you are submitting your application form via email we will accept the application form unsigned but you will be required to sign the Declaration at interview should you be invited to one.

Failure to sign application will render it invalid[[1]](#footnote-1).

**Signed:**

*(Name of Applicant)*

**Date:**

### REFERENCES

**References**

We will seek the name, address, email address and occupation of **two referees** including your current manager once the outcome of the interview has been confirmed.

**Permission to contact referees following submission of their details**? Yes  / No

1. [↑](#footnote-ref-1)