Clerical Officer
Open Competition

APPLICATION FORM

Clerical Officer

Open Competition

Closing Date: 3pm on Wednesday, 10 September 2025

**Please carefully note the following instructions:**

* It is imperative that all sections of this application form are completed in full.
* Once completed you should return the application to **recruitment@teachingcouncil.ie.**
* You should note that the information in the application form will play a central part of the shortlisting process. The decision to include you on the shortlist of candidates going forward to stage 2 of the process may be determined based on the information you supply at this stage. This information may be discussed in more depth should you be called to interview.
* Interviews for this position will be held in person in the Teaching Council offices.

Section 1. Personal Details

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| --- |
| Please fill in all fields |
| Surname: |  |
| Forename(s) in full: |  |
| Residential/Postal address: |  |
| Contact mobile: |  |
| Contact email: |  |
| \*Note: All correspondence relating to this competition will be issued by email. Applicants should provide ONE email address at which they can be contacted for the duration of the competition. |
| Work Permit: Are there any legal restrictions on your right to work in this Country? Please answer yes or no. (If yes, please supply details) |  |
| Have you previously availed of a Voluntary Early Retirement Scheme or any other Redundancy Scheme in the Public Sector? Please answer yes or no. If yes, do the terms of the scheme allow you to apply for this position? Please answer yes or no. |  |

Section 2. Qualifications

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| Educational qualificationsPlease give details of your most relevant qualifications, and please ensure you include the result. |
| Dates attended: | School/College/Institute attended: | Course pursued/Qualification awarded: | Result (e.g. 1, 2.1, 2.2, Pass) |
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| Further qualificationsPlease provide full details of any relevant qualifications you may hold for this position. |
| Professional qualifications: |  |
| Relevant training courses attended: |  |

Work pattern preference

As this panel may be used to fill both full time and part time roles, please tick which work pattern is your preference.

|  |  |  |
| --- | --- | --- |
| Full time | Part time | Both |
|[ ] [ ] [ ]

Section 3. Employment History

In completing this section, you should provide evidence that you meet the requirements of the role with specific reference to the job description and essential requirements outlined in the candidate information booklet.

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| Most recent employment positionFor your current or most recent employment position, please provide the following details: |
| Name of employer:(Please also describe the nature of the business) |  |
| Address and telephone number: |  |
| Job title: |  |
| Describe main duties and responsibilities: |  |
| Date of appointment (From-To) |  |
| Salary at present/On leaving: |  |
| State any additional financial remuneration or allowances: |  |
| Reason for leaving: |  |
| If appointed, what level of notice is required: |  |

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| Previous employmentPlease give particulars of all full-time employment since your full-time education, starting with the appointment immediately preceding that described above. |
| Date of appointment (From-To) | Employer name and address: | Position held and main responsibilities: | Reason for leaving: |
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Section 4. Competencies

In completing this section, you should provide evidence that you meet the requirements of the role with specific reference to the job description and essential requirements outlined in the candidate information booklet.

Please provide examples that demonstrate your ability to meet the requirements of the role for the following four competencies:

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| Teamwork Please describe an example that you consider best illustrates your teamwork skills. **(Maximum 250 words)** |
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| Information Management and ProcessingPlease describe an example that you consider best illustrates your information management and processing skills. **(Maximum 250 words)** |
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| Delivery of Results Please describe an example that you consider best illustrates your ability to deliver results in challenging circumstances. Please briefly indicate why this was a challenging piece of work to deliver on and what you did to ensure the delivery of quality results. **(Maximum 250 words)** |
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| Customer Service and Communication skillsPlease describe an example that you consider best illustrates your customer service and communication skills. **(Maximum 250 words)** |
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Section 5. Additional Information

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| Further informationIs there any other information/skill that you feel is relevant to your application? **(Maximum 250 words)** |
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Section 6. References

Please provide details of two people from whom references may be obtained. Referees will only be contacted with the candidate’s permission at the job offer stage.

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| Referee One |
| Referee’s name: |  |
| Organisation: |  |
| Position: |  |
| Address: |  |
| Telephone number: |  |
| Email: |  |

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| Referee Two |
| Referee’s name: |  |
| Organisation: |  |
| Position: |  |
| Address: |  |
| Telephone number: |  |
| Email |  |

Section 7. Declaration

I hereby certify and declare that all of the information that I have provided on this application has been honestly and accurately articulated to the best of my knowledge and belief.

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| Name of Applicant |  |
| Date |  |

Please ensure that you have provided all the information for which you have been asked. A candidate found to have given false information or to have wilfully suppressed any material fact will be liable to disqualification or, if appointed, to dismissal.

When your application form is received, we create a record in your name, which contains the personal information you have supplied. Such information held is subject to the rights and obligations set out in the Data Protection Act 2018 and General Data Protection Regulation (GDPR) 2018. To make a request under the Data Protection Act 2018 please submit your request in writing to dpo@teachingcouncil.ie.