



# Focus Ireland Assistant Project Leader Application form

Title of Role:

Ref No:

## PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

Surname:

Name:

Contact Address:

Telephone Number:

E-mail address:

## PRESENT EMPLOYMENT

Name, Address and Telephone number of Employer	Title of Role	Main responsibilities:
	From: (dd/mm/yy):	
	To: (dd/mm/yy):	
	Current Salary:	

## PREVIOUS EMPLOYMENT

Name, Address and Telephone number of Employer	Title of Role	Main responsibilities:
	From (dd/mm/yy):	

	To (dd/mm/yy):	
Name, Address and Telephone number of Employer	Title of Role:	Main responsibilities:
	From: (dd/mm/yy):	
	To: (dd/mm/yy):	

Name, Address and Telephone number of Employer	Title of Role	Main responsibilities:
	From: (dd/mm/yy):	
	To: (dd/mm/yy):	
Name, Address and Telephone number of Employer	Title of Role	Main responsibilities:
	From: (dd/mm/yy):	
	To: (dd/mm/yy):	

## EDUCATION

Schools	From	To	Examinations and results
College / University	From	To	Courses and results
Further education and formal training	From	To	Courses and results
Professional membership and qualifications			

## GENERAL

Where did you see this vacancy advertised?

### Eligibility to work

Do you have a legal entitlement to work within Ireland? Yes  / No

Are you a citizen of the EEA (other than Bulgaria or Romania)? If no, you must ensure that you comply with current regulations set by the Department of Enterprise Trade and Employment for legal residency in the State and forward a copy of both of the following with this application form.

- 1) **Certificate of registration issued by the Garda National Immigration Bureau**  
**AND**
- 2) **Passport endorsed with appropriate permission to remain in the State**

### Disability

Applications from persons with disabilities are welcome and information about disability is only requested on the application form in order that appropriate arrangements for an interview can be made if necessary.

1) Do you consider that you have a disability? Yes  / No

2) If yes, please give details of requirements, (if any) to enable us to make appropriate arrangements for this competition:

---

---

### Driving Licence – Please complete this section if applicable to this competition

Do you possess a full, unendorsed driving licence? Yes  / No

## REFERENCES

### Names and addresses of three referees: (most recent employers)

Name:  
Organisation Name:  
Address:

Name:  
Organisation Name:  
Address:

Tel No:  
Email Address:

Tel No:  
Email Address:

Please indicate if we may contact them prior to interview      YES/NO

Name:  
Organisation Name:  
Address:

Tel No:  
Email Address:

Please indicate if we may contact them prior to interview      YES/NO

## DECLARATION

I declare that the information given is true and correct. I give my consent to my referees being contacted as indicated.

Signed .....      Date .....Name  
.....

*Please note that Garda Vetting will be sought for successful candidates.*



*Focus Ireland is an Equal Opportunities Employer*

**Employee Declaration Garda Vetting Form**

**It is important that you read this Declaration carefully and then sign:**

Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Post Applied for: \_\_\_\_\_

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 Focus Ireland to the making of such enquiries as Focus Ireland 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 Focus Ireland to reject my application or terminate my employment (in the event of a contract of employment being entered into) if I have omitted to furnish Focus Ireland with any information relevant to my application or to my continued employment with Focus Ireland or where I have made any false statement or misrepresentation relevant to this application or my continuing employment with this Organisation.

Furthermore, I hereby declare that all the particulars furnished in connection with this application are true, and that I am aware of the qualification and particulars for this position. I understand that I may be required to submit documentary evidence in support of any particulars given to 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.

I hereby give permission to the Authorised Signatory to request and receive, on behalf of Focus Ireland, any information that may be disclosed by An Garda Síochána concerning myself as an applicant to this Organisation.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Please tick one of the following boxes:

I **do not** have any criminal convictions recorded against me

I **do** have a criminal conviction(s) recorded against me

## Competency Application Form

Please answer all of the questions below as accurately as you can and attach with your application form.

### **EFFECTIVE TEAM WORKING/LEADERSHIP**

#### **Question 1**

We cannot do everything ourselves. Give me an example of a time when you dealt with this reality by creating a special team effort at work.

- (a) What was the situation
- (b) What did you specifically do and say
- (c) Who else was involved? What contribution did they make?
- (d) What specific results were accomplished by the team?
- (e) If you were in a similar situation again, would you change anything or do anything differently?

#### **Question 2**

Being able to change another person's behaviour is both a skill and a responsibility. Tell me about a time when you were successful in this area.

- (a) Describe the situation

- (b) What did you specifically do
- (c) How did the individual react and how did you deal with that
- (d) What kind of payoffs accrued to yourself, the other person and the organisation

## **COMMITMENT TO PROVIDING THE HIGHEST LEVEL OF SERVICE**

### **Question 3**

- a) What kinds of regulations or procedures have you been responsible for implementing?
- b) Why did you introduce them?
- c) What impact did they have on the service?
- d) How did you measure their success?



#### **Question 4**

- a) Give an example of a time when you challenged a practice which in your view was not in the interests of your organisation.
- b) What was the practice and why was it not in the organisation's interests?
- c) What did you do?
- d) What resistance did you encounter?
- e) What was the outcome?

[Empty rectangular box for content]

**Your Details**

Signed	.....	Name	.....	Date
.....				