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| **COMPLETING A COMPETENCY BASED APPLICATION FORM** |

A Competency Based Application Form requires you, the candidate, to describe some of your personal achievements to-date that demonstrate certain competencies (necessary skills and qualities) required for the position you are applying for (e.g. Specialist Knowledge, Expertise and Self Development; Team Leadership; Analysis and Decision Making; Management and Delivery of Results; Interpersonal and Communication Skills; Drive and Commitment to Public Service Values). All question areas must be completed.

You should describe situation/s from your own experience, which you think is the best example/s of what **YOU** have done which demonstrates the specific competencies. It is essential that you describe how **you** demonstrated the skill or quality in question. The example(s) may be drawn from your experience in various settings including professional, community, sporting or voluntary.

You are advised to structure what you write so that you give specific information about what you have done - for example, do not simply say that “X was successful”, describe exactly what you did and how you demonstrated the skill or quality in question.

Please do not use the same example to illustrate your answer to more than two areas of competence.

Please note that, should you be called to interview, the board may look for **additional examples** of where you demonstrated the skills required for this post.

**Application for the Post of Permanent STAFF OFFICER – Grade V –**

**Procurement Support Officer – KWNT8925**

**Initial location: Buildings, Procurement and Governance Department,**

**Kildare and Wicklow ETB, Chestnut House, Millennium Park, Naas, Co. Kildare**

**Please note:** The Application Form must be **TYPED.** Handwritten forms will not be accepted. All questions must be answered. Do not change the question numbers or sequence. Boxes may be expanded as required – please comply with maximum word count requirements. **No letter of application, CV or written reference should accompany this form.**

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| **Surname:** |  |
| **First Name(s):** |  |
| **Home Address:** |  |
| **Contact Details:** | **Work:**  **Home:**  **Mobile:**  **E-mail:** |

**Education and qualifications**

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| --- | --- | --- | --- |
| **Name and Address of Academic Institution/Awarding Body** | **Period of Study** | | **Award/Qualification Obtained** |
| **From:** | **To:** |
|  |  |  |  |

**Professional development courses and qualifications**

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| **details of course / Awarding Body** | **Period of Study** | | **Award/Qualification Obtained** |
| **From:** | **To:** |
|  |  |  |  |

**Current ETB or IOT Employment:**

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| **Employer**  **(**name and Address) | **From:** | **To:** | **Grade and nature of employment**  (Outline job title, duties and main responsibilities) |
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**Employment Record**

Please give details of your previous work history beginning with the most recent position

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| **Dates**  (From/to) | **Employer**  **(**name and Address) | **nature of employment**  (Outline job title, duties and main responsibilities) | **Reason/s for Leaving** |
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**Competencies**A number of key competencies have been identified as being essential for the effective performance of the role of Grade V Staff Officer.

**Outline an example(s) on the following pages of how and where you have displayed each of these competencies (no more than 150-200 words per competency). The example(s) may be drawn from your experience in various settings including professional, community or voluntary**.

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| **1. Specialist Knowledge, Expertise and Self Development** |

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| **2. People Management** |

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| **3. Analysis and Decision Making** |

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| **4. Delivery of Results** |

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| **5. Interpersonal and Communication Skills** |

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| **6. Drive and Commitment to Public Service Values** |

**Personal Statement:** Please outline briefly why you think you are suitable for appointment, and the particular talents/qualities you bring to this position.

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| **References:**  Please provide the names and addresses of two referees from whom Kildare and Wicklow ETB can request references on your behalf. One should be your **most recent manager**/employer and one should be a **recent manager**/employer. Both referees should have been in a position of responsibility within the employing organisation(s) . They must not be related to you, or be known to you as a friend.  *[****Please note: your referees will be contacted without further communication with you. References may be taken up prior to interview. All appointments are subject to references satisfactory to Kildare and Wicklow ETB].*** | |
| Name:  Position held:  Address:  Tel No:  E-mail Address: | Name:  Position held:  Address:  Tel No:  E-mail Address: |

**Please note that any form of canvassing will disqualify your application.**

**DECLARATION AND SIGNATURE**

* You are required to sign the declaration below certifying that all information you have provided is accurate.
* The Selection Board may wish to check any of the details you have provided.
* Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.

I declare that the information supplied in this application form is accurate and true.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fully completed official application form should be submitted via email to [jobapplications@kwetb.ie](mailto:jobapplications@kwetb.ie) no later than 12 noon on **Thursday, 9th October 2025.**

**Note**

Late applications will not be accepted

Any form of canvassing will disqualify your application

It is the responsibility of the candidate to ensure that the application form is received at the stated email address before the stated deadline. It is recommended applicants request a delivery receipt when sending their application. Any technical difficulties encountered by the sender when submitting an application are not the responsibility of the KWETB.

HR Department,

Kildare and Wicklow ETB,

Level 5, Aras Chill Dara, Devoy Park, Naas, Co. Kildare.

Kildare and Wicklow Education and Training Board (KWETB) is a Data Controller within the meaning of the Data Protection Acts 1988 – 2018 and the General Data Protection Regulation (Regulation [EU] 2016/079). The personal data supplied on this application form and supplementary documents is required for the purposes of recruitment (including short listing and interviewing), assessment of qualifications, general administration, and to fulfil our other legal obligations. While the information provided will generally be treated as confidential to KWETB, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including , the Dept of Education & Skills, the Dept of Employment Affairs and Social Protection, Gardaí, the CSO, Revenue, other statutory bodies, or with former or subsequent employers. Should you wish to update or access your personal data you should write to the Data Protection Officer [dataprotection@kwetb.ie](mailto:dataprotection@kwetb.ie)