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| **Financial Services and Pensions Ombudsman**  **Candidate Application Form**  **Clerical Officer – Closing date 07 October 2024** |

In order to be considered for the post of Clerical Officer with the Financial Services and Pensions Ombudsman, candidates must submit this completed application form to fspocareers@cpl.ie by **12:00 on 07 October 2024**. Please note a CV is **not** required and should not be submitted. **Applications received in any format other than this application form will not be accepted.**  In completing this application form, candidates should not exceed the prescribed word count for individual questions.

| 1. **Personal Details** | |
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| **Name** |  |
| **Address** |  |
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| **Phone Number** |  |
| **Email** |  |

| 1. **Employment Record** *(most recent first)* | | | |
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| Give below, in date order (starting with your current employer), full particulars of all employment (including any  periods of unemployment) between the date of leaving school or college and the present date.  Copy and paste the blank fields to add more employment records as necessary. | | | |
| **Employer Name** |  | | |
| **Employer Address** |  | | |
| **Title of Post Held** |  | **Salary** |  |
| **Reason for Leaving** |  | | |
| **Start Date** |  | **End Date** |  |
| **Description of main responsibilities**  **(Max 300 words – please note only the first 300 words will be considered as part of the application)** |  | | |
| **Employer Name** |  | | |
| **Employer Address** |  | | |
| **Title of Post Held** |  | **Salary** |  |
| **Reason for Leaving** |  | | |
| **Start Date** |  | **End Date** |  |
| **Description of main responsibilities**  **(Max 300 words – please note only the first 300 words will be considered as part of the application)** |  | | |
| **Employer Name** |  | | |
| **Employer Address** |  | | |
| **Title of Post Held** |  | **Salary** |  |
| **Reason for Leaving** |  | | |
| **Start Date** |  | **End Date** |  |
| **Description of main responsibilities**  **(Max 300 words – please note only the first 300 words will be considered as part of the application)** |  | | |

| 1. **Educational Qualifications** *(most recent first)* | | | | |
| --- | --- | --- | --- | --- |
| **Please Demonstrate how you meet the Essential Requirements as it relates to Essential Qualifications in the Candidate Information Booklet.** Begin with your most recent qualification, if required please insert further rows at the bottom of this section to add more qualification records as necessary. | | | | |
| **Title of Qualification and Award (Degree/Diploma/Certificate)** | **NFQ Level** | **Awarding University, College or Examining Authority** | **Year of Graduation / Completion** | **Award Obtained** |
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| 1. **Membership of Professional Bodies** *(if applicable)* | |
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| **Professional Body** | **Level of Membership** |
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| 1. **Key Achievements**   *For each of the areas below, briefly highlight specific key achievements, contributions or expertise you have developed over your career to date which demonstrate your suitability to meet the challenges of the role of Clerical Officer. (Max 300 words – please note only the first 300 words will be considered as part of the application)* |
| **a) Team Work:** *(Max 300 words)* |
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| **b) Information Management/Processing:** *(Max 300 words)* |
|  |
| **c)** **Delivery of Results:** *(Max 300 words)* |
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| **d) Customer Service and Communication Skills:** *(Max 300 words)* |
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| **e) Drive and Commitment to Public Service Values:** *(Max 300 words)* |
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| **f) Specialist Knowledge, Expertise and Self Development:** *(Max 300 words)* |
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| 1. **Personal Statement**   **Outline below what interests you about the role of Clerical Officer with the FSPO and how you believe your skills and experience would be of value in the role.** *(Max 300 words – please note only the first 300 words will be considered as part of the application)* |
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| 1. **Supplementary Information**   **Please give any other relevant information in support of your application** |
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| 1. **General Information** | |
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| **Are there any restrictions on your right to work in Ireland? State Yes or No. If yes, please provide details.** |  |
| **What length of notice is required in your current position?** |  |
| **Are you proficient in the Irish Language?**  *Candidates who indicate that they are proficient in Irish may, if called to final interview, be required to undergo a test in order to verify their ability to communicate effectively in Irish.* |  |
| **Have you previously availed of a Voluntary Early Retirement Scheme or any other Redundancy Scheme in the Public Sector?** |  |
| **If yes, do the terms of the Scheme allow you to apply for this position?** |  |

| 1. **Reasonable Accommodation** |
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| Candidates with disabilities, who would like to avail of reasonable accommodation, should refer to the Candidate Information Booklet and make their request by email to fspocareers@cpl.ie, and may be asked to submit a medical report, the purpose of which is to provide information to act as a basis for determining reasonable accommodations where appropriate. |

| 1. **Guidance on Conflicts of Interest** | |
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| I confirm that I have read and noted the FSPO’s Guidance on Conflicts of Interest at <https://www.fspo.ie/about-us/codes.asp> | Yes |

| 1. **Declaration** | |
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| By submitting this completed form for the role of Clerical Officer with the Financial Services and Pensions Ombudsman, you are confirming that all information provided in this application is true and correct and that you have read the conditions of appointment outlined in the Candidate Information Booklet for this post. Please be aware that should any of the information provided in this application be found to be false, misleading or inaccurate in any material way, the Financial Services and Pensions Ombudsman reserves the right to withdraw any offer of employment made to you or, if you have already commenced employment when this is discovered, to terminate your employment. | |
| **Name of Applicant:** |  |
| **Date of Submission:** |  |