

**APPLICATION FORM**

*Communications Manager – Grade VII*

In the initial consideration of candidates, the information supplied plays a significant part in determining who should attend for interview. It assists to have the information in an orderly form and it ensures that comparison is thorough and fair. **For this reason, only information submitted on the application form will be considered. CV’s will not be accepted.**

It is, therefore, in the candidate’s interest to complete this application form clearly. **All sections of the form must be completed.**

Information given will be used only for the purposes of this application and will be treated in a confidential manner. The application form will be a part of the selection criteria. Illegible forms may be withdrawn.

**Application Form - Instructions for completing**

1. The completed application form and a cover letter must be completed and submitted by email to [hr@nmbi.ie](mailto:hr@nmbi.ie), to arrive **not later than 12.00 noon (Irish time) on Monday, 04 July 2022.**

Applications received after the deadline date and time will not be accepted.

1. Whilst the essential criteria of the Job and Person description will be the basis for short-listing, elements of the desirable criteria may on occasions also be included.
2. This application form has been devised to enable the short-listing process and relates directly to the criteria outlined in the job and person description. Failure to provide sufficient information/detail in response to the direct questions could result in your application not being short-listed, due to a lack of information.
3. Please Note: The application form must be completed in full. Incomplete or handwritten application forms will not be accepted. Please ensure that you include all relevant information in your application. Applications may be shortlisted on the basis of their content.

**APPLICATION FORM**

1. **POSITION APPLIED FOR**

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| Communications Manager – Grade VII |

**How did you find out about this vacancy?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Have you previously applied for a position in NMBI, if so, what position?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Are you fluent in the Irish language both written and oral? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **PERSONAL DETAILS**

|  |  |
| --- | --- |
| **SURNAME:** | **FIRST Names:** |
| **Contact Address:** | **E-Mail:** |
| **Home Telephone Number:** | **Mobile Telephone Number:** |
| **Are you eligible to work in this country? (Please answer yes or no)**  **If no, please give details:** | |

1. **EDUCATION / QUALIFICATIONS / TRAINING/ Membership of Professional Bodies/Associations**

Please give details of your most relevant qualifications and please ensure you include the result

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Dates**  (most recent first)  **From To** | | **Name of College/ Institute/ School** | | **Course Taken/ Qualification Awarded** | | **Result** |
|  |  | |  | |  | |
|  |  | |  | |  | |

**You may be required to produce evidence of your qualifications**

**ICT SKILLS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Package | SKILL LEVEL *(PLEASE TICK TO INDICATE SKILL LEVEL)* | | | |
| **None** | **Basic** | **Advanced** | **Expert** |
| ms Word |  |  |  |  |
| ms PowerPoint |  |  |  |  |
| ms Excel |  |  |  |  |
| SAP |  |  |  |  |
| OTHER  *(provide detail)* |  |  |  |  |

**Please note, in order to be considered in the shortlisting process, the following must be completed in full:**

1. **EMPLOYMENT HISTORY**

|  |  |  |
| --- | --- | --- |
| **MOST RECENT EMPLOYMENT POSITION**  **For 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:** | | |
| **Position Held:** | | |
| **Describe main duties, responsibilities and achievements:** | | |
| **Dates of Appointment** | **From: To:** | |
| **Current Salary** | | **State any additional financial remuneration or allowances** |
| **Reason for leaving:** | | |
| **If appointed, what length of notice is required** | | |

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| --- | --- | --- | --- |
| **PREVIOUS EMPLOYMENT.**  **Please give particulars of all employment since your full-time education, starting with the appointment immediately preceding that described above.** | | | |
| **Dates**  **From To** | **Employer Name and Address** | **Position Held and Main Responsibilities & Key Achievements** | **Reason for Leaving** |
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**5. COMPETENCIES**

The following section asks you to provide an overview of how you meet the skills and experience in relation to the essential and desirable criteria in the job and personal description. Candidates should refer to the specific criteria for the job for which they are applying and demonstrate their ability to meet same.

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| ESSENTIAL QUALIFICATIONS, EXPERIENCE & SKILLS: **SPECIALIST KNOWLEDGE, EXPERTISE AND SELF DEVELOPMENT**  Briefly outline how you meet the knowledge, skills and experience that are essential and desirable for this role, having carefully reviewed the job description. In particular your:   * 5 years’ experience in a Professional Services /Corporate communications role with a proven track record of strategic employee communications campaign delivery. * Experience writing content for a range of communications media – publications, websites, reports, briefings etc. * A knowledge of the NMBI and its functions.   (300 words max). |
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| ESSENTIAL QUALIFICATIONS, EXPERIENCE & SKILLS: **Drive & Commitment to Public Service Values**  This role requires a self-motivated individual who strives to continuously perform at a high standard.   1. Please demonstrate the importance of ensuring all staff/customers are at the heart of all the services we provide. Please provide an example that best illustrates your competencies in this area.   ***(Max 300 words)*** |
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| ESSENTIAL QUALIFICATIONS, EXPERIENCE & SKILLS: **Management and Delivery of Results**   1. Please demonstrate a time or project that you consider best illustrates your ability to deliver results in busy challenging circumstances.   ***(Max 300 words)*** |
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| ESSENTIAL QUALIFICATIONS, EXPERIENCE & SKILLS: **Interpersonal and Communication Skills**  This role requires excellent written and communication skills with the ability to influence and gain respect and credibility.   1. Demonstrate a time that best describes your experience engaging and influencing a wide range of stakeholders – staff members, board members, public, government departments, media etc.     ***(Max 300 words)*** |
|  |

**6. ADDITIONAL INFORMATION**

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| **FURTHER INFORMATION**  Please include any other information/ skills that you believe are relevant to your application, having carefully considered the requirements and experience required for this post. (200 words max) |
|  |

**7. REFERENCES**

*Please supply 3 work-related referees below. Please include your current/most recent employer/direct manager.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Organisation & Position** | **Relationship to you** | **Contact Details** |
|  |  |  | Phone:  Email: |
|  |  |  | Phone:  Email: |
|  |  |  | Phone:  Email: |

Do you require notification before your referees are contacted? Yes / No

**INTERVIEW ARRANGEMENTS**

If invited for interview, please give details of any special arrangements required at the interview.

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**SECTION 8 – DECLARATION**

I hereby certify and declare that:

1. 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.
2. I have not canvassed any member or employee of NMBI. I have not asked anyone else to canvas on my behalf. I will not undertake, seek or consent to any such canvassing.

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Please ensure that you have provided all of 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.

Please note that all personal data shall be treated as confidential in accordance with the Data Protection Acts.

**NMBI IS AN EQUAL OPPORTUNITIES EMPLOYER**

***NOTE: Receipt of application forms will be acknowledged. Unsuccessful applicants will be informed following confirmation of an appointment.***