**APPLICATION FORM**

***Professional Officer - Education, Policy and Standards***



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 Illegible forms may be withdrawn.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 Wednesday, 30 June 2021.**

Applications received after the deadline date and time will not be accepted which is strictly adhered to.

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.
4. **POSITION APPLIED FOR**

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| --- |
| Professional Officer – Education, Policy and Standards |

**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?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pin No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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)* |  |  |  |  |

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** | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **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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1. **Essential Qualifications, Experience and Skills**

**Please review the Job Description. Each section in this form asks you to brieflydetail your experience, skills, achievements or expertise linked to one or more aspects of the essential criteria and competencies for the role.**

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| --- |
| ESSENTIAL QUALIFICATIONS, EXPERIENCE & SKILLS: **Specialist Knowledge, Expertise and Self Development**   * On the NMBI (nurse) register or eligible to be on the NMBI register. * A minimum of three years’ experience in Nurse Education. * A good understanding of the relevant regulatory and legislative requirements associated with the role. * Experience of developing and implementing policy and standards.   ***In relation to developing and implementing policy and standards. Please outline your specific work experience that is relevant. A bullet point structure would be appreciated. (Max 250 words)*** |
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| ESSENTIAL QUALIFICATIONS, EXPERIENCE & SKILLS: **Management & Delivery of Results**   1. Must be able to demonstrate experience developing and implementing strategic change initiatives. 2. A proven track record of delivering on projects, similar to those outlined in the job description.   ***Please outline how you meet the requirements set out in point 1 & 2 above. A bullet point structure would be appreciated. (Max 250 words)*** |
|  |
| ESSENTIAL QUALIFICATIONS, EXPERIENCE & SKILLS: **Building Relationships & Communication**   * Experience of developing productive relationships with key internal and external stakeholders. Prior experience with Government Departments, regulators, and the HEIs is a distinct advantage. * Excellent presentation and report writing skills especially to audiences such as Committees.   ***Please outline the range of relevant stakeholders you have worked with and the nature of negotiations and engagements with them. A bullet point structure would be appreciated.***  ***(Max 200 words)***  ***Please provide details of your presentation and report writing skills and the audiences they have been delivered to. A bullet point structure would be appreciated (Max 200 words)*** |
|  |
| ESSENTIAL QUALIFICATIONS, EXPERIENCE & SKILLS: **Leadership**   * Proven experience of people management, including showing leadership in diverse settings. * Demonstrable continued professional development activity.   ***In relation to Leadership please outline your experience in people management in diverse settings. A bullet point structure would be appreciated. (Max 200 words)***  ***(Max 200 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** |
|  |

**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.***