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| --- | --- |
| For Official Use Only: |  |
| Candidate Name | Candidate Number |

APPLICATION FORM

Registration Case Officer, Grade IV – 18 Months Fixed Term



### Nursing and Midwifery Board of Ireland (NMBI)

**18/20 Carysfort Avenue**

**Blackrock**

**Co Dublin**

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 Illegible forms may be withdrawn.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 noon, Thursday, 6th August 2020.** Applications received after the deadline date and time will not be accepted.
2. 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.
3. 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.
4. 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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| --- |
| Registration, Case Officer, Grade IV – 18 Months Fixed Term |

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

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

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 |  |  |  |  |
|  |  |  |  |  |
| OTHER  *(provide detail)* |  |  |  |  |

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

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| --- | --- | --- |
| **Experience** | **Amount in years** | **Additional Information** |
| Administration (including filing, business correspondence) |  |  |
| Public Sector/regulatory experience |  |  |
| Databases, spreadsheets etc. |  |  |
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1. **EMPLOYMENT HISTORY**

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| **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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**5. Essential Criteria**

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| **FURTHER INFORMATION**  Please demonstrate your understanding the current legislative framework for the regulation and registration of nurses and midwives in Ireland. |
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**6. 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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| **SPECIALIST KNOWLEDGE, EXPERTISE AND SELF DEVELOPMENT**  **Briefly outline how you meet the knowledge and experience requirements that are essential and desirable for this role, as detailed in the job description.** |
|  |

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| **DELIVERY OF RESULTS**  **Briefly explain an experience where you were required to plan and prioritise work in terms of changing circumstances. (Max 250 words)** |
|  |

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| **INTERPERSONAL & COMMUNICATION SKILLS**  **This role requires excellent interpersonal skills with the ability to build and maintain professional relationships internally and externally. Briefly explain the scenario and how you demonstrated the relevant skills in a team environment. (Max 250 words)** |
|  |

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| **Drive & Commitment**  **This role requires a self-motivated individual who strives to continuously perform at a high standard. Give one or two of examples that describe your competencies in this area. (Max 250 words)** |
|  |

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| **Information Management & decision making**  **Briefly explain a scenario that demonstrates attention to deal in your work and any tools you use to ensure accuracy on a day to day basis. (Max 250 words)** |
|  |

**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.***