

**Application Form – Digital Communications Assistant – Grade IV**

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| **PERSONAL DETAILS** | |
| **Surname:** | **First name(s):** |
| **Address:** | **Phone:** **Email:** |
| Are you an Irish/EEA Citizen? Yes/No If no, are you eligible to work in Ireland? | How did you hear about this post? |

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| **Notes for Applicants:**   1. All sections of the application form must be completed, incomplete applications will not be considered for shortlisting. 2. Applications should be typed and submitted in PDF format to [recruitment@housingagency.ie](mailto:recruitment@housingagency.ie). 3. Applications will not be accepted under any circumstances after the closing date and time. 4. Canvassing by or on behalf of the applicant will automatically disqualify. 5. All information must be provided on the formal application form. Additional information such as CVs, references, and certificates should not be attached to this form. 6. Please refer to the **'Job Specification & Additional Information document** on our websitefor further information on this position.   **Closing date for receipt of applications –10th January 2025 at 12 noon** | |
| 1. **APPLICANT DECLARATION AND CONSENT** | |
| All information provided in this application is, to the best of my knowledge true and correct.  I understand that should any of the particulars furnished in this application be found to be false or inaccurate, action may be taken to withdraw any offer of employment.  I confirm that I have read The Housing Agency’s Privacy Notice available on The Housing Agency’s website and understand how my data will be processed by The Housing Agency for the purposes of this job application. | |
| **Name:** | **Date:** |

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| 1. **RECENT EMPLOYMENT** - Please detail below, in date order, starting with your current role, full particulars of all employment between the date of leaving college and the present date. **No period between those dates should be unaccounted for.** Please add new records as required. | | | |
| **EMPLOYER**  (Name & address) | **POSITION including Grade Held**  Brief description of duties and achievements | **DATES**  **FROM / TO** | **REASON FOR LEAVING** |
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| **EMPLOYER**  (Name & address) | **POSITION including Grade Held**  Brief description of duties and achievements | **DATES**  **FROM / TO** | **REASON FOR LEAVING** |
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| **EMPLOYER**  (Name & address) | **POSITION including Grade Held**  Brief description of duties and achievements | **DATES**  **FROM / TO** | **REASON FOR LEAVING** |
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Please attach additional pages if required.

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| 1. **EDUCATION** | | | |
| **Qualification including Grade of Result Obtained** | **Academic Institution/ College** | **Course (including Level in the National Framework of Qualifications)** | **Year** |
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| 1. **PROFESSIONAL MEMBERSHIPS/ASSOCIATIONS** |
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| 1. **REFEREES** - Please provide details of two Referees who are known to you, one must be from your current employer. If you are not currently in employment, please provide details of your most recent employer. Contact details must be provided for the Head of HR in your organisation.   (Referees will not be contacted unless an offer of employment has been made) | |
| **Referee No. 1** | **Referee No. 2** |
| Name: | Name: |
| Address: | Address: |
| Contact Number: | Contact Number: |
| Email address: | Email address: |
| Relationship to you: | Relationship to you: |

**COVER LETTER / PERSONAL STATEMENT**

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| **Please provide a short cover letter/personal statement (no more than 500 words) outlining why you wish to be considered for this post and where you believe your skills and experience meet the requirements of the post.** |
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**COMPETENCY ASSESSMENT**

In the following sections, you are asked to describe some of your personal achievements to date that demonstrate certain skills and abilities which have been identified as necessary for the position of **Digital Communications Assistant – Grade IV.**

In no more than 200 words in the space provided under each competency briefly set out what you consider to be a good example of how you demonstrated your ability in each of these areas. Your example should include a brief description of the nature of the task/problem, which demonstrated the skill required and the outcome.

Please try not to use the same example to illustrate your answer repeatedly.

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| **Analytical and Numeracy Skills –** Excellent analytical / numeracy skills and able to demonstrate compliance with the required standards and ensures sufficient controls and checks are in place. |
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| **Decision Making** – Exercises good judgment, makes well informed decisions in a timely manner; consults with others as appropriate before implementing decisions. |
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| **Planning and Organising –** Contributes to the development of operational plans, ensures plans are fully implemented, and monitors progress to operational objectives. |
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| **Communication and Interpersonal Skills –** Tailors communications to effectively reach an audience. Is assertive and professional when dealing with challenging issues. |
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| **Teamwork** – Promotes cooperation and commitment within a team to achieve goals and deliverables. |
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| **Specialist Knowledge** – has a good knowledge of communications, content creation and promotion and social media. |
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| **ADDITIONAL INFORMATION**  Please provide any additional information that you deem relevant to your application |
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