

 *Joint Managerial Body*

 *Secretariat of Secondary Schools*

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Joint Managerial Body (JMB)

APPLICATION FOR POST OF

Clerical Officer - Schools Procurement Unit (SPU)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. This form must be signed.**

**2. All questions must be answered. Do not change the question numbers or sequence.**

**3. The Application Form must be typed in Arial font size 11.**

**4. The total number of pages (including this cover sheet) should not exceed 10.**

**N.B. No letter of application or CV should accompany this form.**

**Contact Details:**

 **Important Directions:**

Please complete and return this application form by email to **corporateservices@jmb.ie****,** with **‘Application for the post of Clerical Officer in the SPU’** in the subject field. Completed applications must be received by no later **14th April 2023.** The onus will be on applicants to ensure their application form is fully completed and submitted on time. **Late applications will not be accepted.**

It is a mandatory requirement to provide all the information requested in this application form. Failure to do so will invalidate your application.

**For Office Use Only**

 **Ref. No.\_\_\_\_\_\_\_\_\_\_**

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| 1. **Full Name:**
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| 1. **Address:**

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|  **3. Telephone No: Mobile:**  |
| 1. **Email:**
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| 1. **Present position and where employed:**

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| 1. **Qualifications (**listed from highest attained first, followed by other(s) in order of academic accomplishment)
 |
| Course | Years AttendedFrom To | QualificationObtained |
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***Candidates will be required to produce evidence of their qualifications prior to any offer of appointment***

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| **7. Details of Experience** *(Please list positions held, commencing with most recent employer)* |
| Dates From | DatesTo | Position | Employer | Responsibilities |
|  |  |  |  |  |
| **8. Other relevant experience (Social/Business - *commencing with most recent)*** |
| Dates From | DatesTo | Position | Organisation | Responsibilities |
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| **9. Proficiency[[1]](#footnote-1) in the Irish Language:** | **Insert  in box provided to indicate proficiency** | **Yes** | **No** |
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| **10. Outline briefly how you see your employment to date and other experience as relevant to this post.****11. Competencies/Skills required for the role of Clerical Officer (CO) in the Schools Procurement Unit** In the following section, you are required to describe your experience and achievements to date which demonstrate certain competencies and skills which have been identified as necessary for the role. The questions on the following pages relate to some of the competencies considered essential to operate effectively at Clerical Officer level. **For each of these areas you are asked to briefly describe one example of an experience or an achievement in your career to date which you feel demonstrates that you have this competency/skill.** You should describe both the situation and how you demonstrated the competency/skill in question. You can choose examples from any context that you feel best demonstrates your ability to meet the requirement of this role, for example, commitment to customer service can be demonstrated through reference to internal or external customer groups. **For each of the heading below, please describe a specific experience or achievement which you feel demonstrates your skills, abilities, and suitability to meet the challenges of the role of Clerical Officer in the Schools Procurement Unit. (Min. 100 words for each example provided)** |

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| **Organisational and Administrative Skills:**The Clerical Officer in the SPU must possess the organisational skills required to perform in the role effectively, e.g. provide daily administrative support to a busy business support unit. They must approach and deliver their work in a thorough and organised manner while following procedures and protocols, understanding their value and the rationale behind them. They must have the ability to keep high quality records that are easy for others to understand. |
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| **Team Work:**The Clerical Officer in the SPU must develop and maintain good working relationships with colleagues and co-workers. They must share information and knowledge, as appropriate, and must contribute with their own ideas and perspectives. They must understand their own role within the team and make every effort to play their part. |
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| **Commitment to the Delivery of High Quality Results** The Clerical Officer in the SPU must take responsibility for ensuring work is completed to a high standard and sees it through to the appropriate next level in a timely manner. They must adapt quickly to new ways of doing things and persevering in the face of challenges and setbacks. They must identify and appreciate the urgency and importance of different tasks, showing initiative and flexibility in ensuring work is delivered. They must consistently strive to perform at a high level and deliver a quality service while at all times being thorough and conscientious. |
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| **Customer Service & Communication Skills** The Clerical Officer in the SPU must have the ability to actively listen to others and understand their perspectives and needs. They must adapt quickly in order to meet the needs of both internal and external customers, while remaining respectful, courteous, professional and composed, even in challenging circumstances. They must have clear and fluent communications skills when speaking and writing in both Irish and English. |
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| **11. Are there any restrictions on your right to work in this country?** Yes No **If “Yes” give details** |
| **12. Please provide any other relevant information about yourself, your experience and why you feel you would be highly suitable for the position of Clerical Officer in the Schools Procurement Unit.** |
| **13. References**Please supply the names and contact details of two referees, both of whom must know you in a professional capacity. #2 Referee will only be contacted if #1 Referee cannot be contacted. |
| Name & Address | E-mail Address. & Tel.No. | How do you know the above person? / What is your relationship with this person? |
| Professional Referee #1 |  |  |
| Professional Referee #2 |  |  |

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| **14. Undertaking****I certify to the Joint Managerial Body that the information provided herewith is true and correct.** Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_ **N.B.*** *Short-listing of candidates may take place.*
* ***Referees will only be contacted if you are under consideration for appointment.***
* *The JMB reserves the right to call candidates for a second interview if required.*
* *Irish Proficiency is of advantage for this position. If you have indicated your proficiency at Section 9 above, this will be tested at interview and extra marks are available.*
* ***The JMB is an equal opportunities employer.***

**Data Protection**: All personal information provided on this application form will be stored securely by the JMB and will be used for the purposes of the recruitment process. Application forms will be retained for a period of 18 months, and in the case of a successful candidate for the duration of his or her employment and a minimum of two years thereafter. This information will not be disclosed to any third party without your consent, except where necessary to comply with statutory requirements or to provide normal company services. Internally, your information will be kept confidential and only made available as necessary. You may, at any time, make a request for access to the personal information held about you. Should you wish to make any changes, or erasures, to any information stored about you, please contact the General Secretary of the JMB. |

1. See Section 14 of this application form [↑](#footnote-ref-1)