**Application Form  
Executive Officer – Strategy & Policy**

**Please carefully note the following information:**

Candidates should note that the information they supply in this application form will play a significant part in the shortlisting process. Our decision to include an individual on the shortlist of candidates going forward to interview will be determined on the content of their application form, for this reason **CVs will not be accepted.** It is therefore in the candidates’ interest to complete all sections of the application form clearly. Anything you write in your application may be discussed in more depth, should you be called to interview.

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

**Instructions:**

1. Applications **must** be typed and submitted as one document (either Word or pdf), handwritten forms or jpeg documents will not be accepted.
2. The completed application form must be submitted **by email** to [HR@coru.ie](mailto:HR@coru.ie) so as to arrive no later than **12pm (noon) on Wednesday 17 September 2025.** **Applications received by CORU after the deadline will not be accepted.**   
   It is expected that interviews for this role will take placein September 2025.
3. While the essential criteria of the Job Description will be the basis for the shortlisting, elements of the desirable criteria will also be included in order to facilitate shortlisting.
4. This application form has been devised to enable the shortlisting process and relates directly to the criteria outlined in the Job Description. Failure to provide sufficient information / detail in response to the direct questions could result in your application not being shortlisted, due to lack of information.

**SECTION ONE – PERSONAL DETAILS**

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| --- | --- | --- | --- | --- |
| **Please provide all relevant details** | | | | |
| **Title** | **Surname** | | **Firstname(s)** | |
| **Contact Details**  **Phone Number:** | | **Email:** | | |
| **Work Permit**  Are there any legal restrictions on your right to work within the Republic of Ireland? | | **Yes**  **No** | |  |
| If yes, please supply details below: | | | | |
| **Public Sector Experience**  Are you now, or have you ever been employed in the Irish Public Sector?  Have you previously availed of a Voluntary Early Retirement Scheme or any other Redundancy Scheme in the Public Sector?  If yes, do the terms of the scheme allow you to apply for this position? | | **Yes**  **No**  **Yes**  **No**  **Yes**  **No** | |  |

**SECTION TWO – QUALIFICATIONS**

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| --- | --- | --- | --- |
| **Please provide details of academic, professional or technical qualifications you have obtained** | | | |
| **Date Obtained** | **Title of Qualification** | **Course Provider** | **Grade obtained (e.g. 1, 2.1, 2.2, Pass etc.)** |
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*(Please add rows if required)*

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| **Please provide details of any relevant training courses which you have attended (e.g. day course, Microsoft Suite training etc.)** |
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**SECTION THREE – EMPLOYMENT RECORD**

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| **Please give details of your most recent employment position** | |
| **Name of Employer:**  ***(please also describe the nature of the business)*** | |
| **Address and Telephone Number:** | |
| **Title of Position Held:** | |
| **From:** | **To:** |
| **Description of duties and responsibilities:** | |
| **Salary at present / on leaving:** | **Additional financial remuneration / allowances** |
| **Reason for leaving this employment:** | |
| **If appointed what level of notice is required?** | |

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| --- | --- | --- |
| **Please give particulars of all employment since your fulltime education, starting with the appointment immediately preceding that described above** | | |
| **Employer Name and Address**  **Title of Position Held**  **Main Responsibilities** |  | |
| **Dates of employment** | From: | To: |
| **Reason for leaving** |  | |
| **Employer Name and Address**  **Title of Position Held**  **Main Responsibilities** |  | |
| **Dates of employment** | From: | To: |
| **Reason for leaving** |  | |
| **Employer Name and Address**  **Title of Position Held**  **Main Responsibilities** |  | |
| **Dates of employment** | From: | To: |
| **Reason for leaving** |  | |
| **Employer Name and Address**  **Title of Position Held**  **Main Responsibilities** |  | |
| **Dates of employment** | From: | To: |
| **Reason for leaving** |  | |

*(Please add rows if required)*

**SECTION FOUR – 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. Candidates should refer to the specific criteria for the job for which they are applying and demonstrate their ability to meet same.

***Please answer the following questions in 400 words or less***

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| **KNOWLEDGE AND EXPERIENCE**  Based on the essential skills for this role, could you briefly outline how your knowledge and experience makes you a suitable candidate for this role? |
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| **ANALYSIS AND DECISION MAKING**  Describe a time when you have made improvements or suggested new ideas in your job in order to meet a specific objective. What were your ideas and what was the result? |
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| **DELIVERY OF RESULTS**  Outline an example that required you to deliver results to a very tight deadline with multiple tasks, in a challenging environment or circumstance. How did you ensure that you delivered on time while ensuring quality results? |
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**SECTION FOUR – COMPETENCIES (CONT.)**

***Please answer the following questions in 400 words or less***

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| **COMMUNICATION AND INTERPERSONAL SKILLS**  Provide a brief outline of how you meet the verbal and written communication requirements for this role. (e.g. experience in writing reports, taking minutes, reviewing documentation, design and printing, preparing presentations) |
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| **People Management**  Outline how you have maintained good working relationships with others and encouraged high performance whilst working in a team. |
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**SECTION FIVE – ADDITIONAL INFORMATION**

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| **FURTHER INFORMATION**  Please use this section to provide any further information that you feel may be relevant to your application |
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**SECTION SIX – REFEREES**

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| --- | --- | --- | --- |
| **Please provide a minimum of two referees** | | | |
| **Name** | **Organisation and Position Held** | **Relationship to you** | **Contact details** |
|  |  |  | Phone:  Email: |
|  |  |  | Phone:  Email: |
| Do you require notification before your referees are contacted? | | Yes  No | |

**SECTION SEVEN – DECLARATION**

Before you return this form to [HR@coru.ie](mailto:HR@coru.ie) please ensure that you have completed all sections of it and that you have completed the declaration below. The onus is on candidates to establish eligibility in this application form.

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 CORU. 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 note that it* ***is*** *permitted to type your name in place of a signature here)* |

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 Act 2018 and the General Data Protection Regulation (Regulation 2016/679). Any data protection queries should be addressed to [dpo@coru.ie](mailto:dpo@coru.ie).

***NOTE: Receipt of application forms will be acknowledged by return email.  
Unsuccessful applicants will be informed following shortlisting.***