Application Form

## Post: Regional Education Officer – Greater Dublin Region, Clerical Officer Level

To ensure equality of opportunity for all applicants:

* These appointments will be made on the Clerical Officer scale in line with current Government pay policy. Please note that if you are new to the public sector, you will commence on the first increment of the scale, and this is non-negotiable.
* Please feel free to submit a CV (Please note a complete application is mandatory).
* Late or incomplete applications will not be considered Application forms should be completed in no smaller than size 10 font.
* Applications should only be submitted by email to [jobs@watersafety.ie](mailto:jobs@watersafety.ie) If you have a disability and this precludes you from completing this application form and/or submitting it by the closing date, please contact [jobs@watersafety.ie](mailto:jobs@watersafety.ie) for alternative arrangements and/or reasonable adjustments.
* In relation to employment history, if the space provided is insufficient, please attach additional pages ensuring to use the same format.
* Please read the person specification (see Job Description) which provides relevant information about the requirements of these posts.
* To be considered for this post, candidates must submit this completed application form before **Friday August 22nd, 2025, at 5pm** GMT.
* Interviews will take place in in-person or online.

Candidates must clearly outline on their application forms how their qualifications and experience meet each of the essential and desirable requirements.

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| 1. **Region Applying For** | |  |
| **Region** | A Greater Dublin focus encompassing Dublin, Wicklow, Meath, Kildare. | |

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| 1. **Personal Details** | |
| **Applicant Name** |  |
| **Postal Address** |  |
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| **Phone Number** |  |
| **Email** |  |

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| 1. **Employment History** (most recent first – please include as an appendix to this application form any further employment history that you wish to add). | | | |
| **Employer Name** |  | | |
| **Employer Address** |  | | |
| **Position** |  | | |
| **Start Date (Day, Month and Year)** |  | End Date (Day, Month and Year) |  |
| **Brief Summary of Role**  (Max 200 words – please note only the first 200 words will be considered as part of the application) |  | | |
| **Employment History** (Continued) | | | |
| **Employer Name** |  | | |
| **Employer Address** |  | | |
| **Position** |  | | |
| **Start Date (Day, Month and Year)** |  | End Date (Day, Month and Year) |  |
| **Brief Summary of Role**  (Max 200 words – please note only the first 200 words will be considered as part of the application) |  | | |

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| **Employment History** (Continued) | | | |
| **Employer Name** |  | | |
| **Employer Address** |  | | |
| **Position** |  | | |
| **Start Date (Day, Month and Year)** |  | End Date (Day, Month and Year) |  |
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| **Employment History** (Continued) | | | |
| **Employer Name** |  | | |
| **Employer Address** |  | | |
| **Position** |  | | |
| **Start Date (Day, Month and Year)** |  | End Date (Day, Month and Year) |  |
| **Brief Summary of Role**  (Max 200 words – please note only the first 200 words will be considered as part of the application) |  | | |

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| 1. **Educational Qualifications & Training** *(most recent first)* | | |
| **Qualification/Award** | **Institution** | **Year** |
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| 1. **Membership of Professional Bodies** *(if applicable)* | |
| **Professional Body** | **Level of Membership and Membership Number** |
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| 1. **Relevant Experience**   In the spaces below, briefly describe what you consider to be a good example of demonstrating your ability in the skill areas set out hereunder. A summary definition of each skill area is provided for information.  ***Outline one example of how and where you have displayed the competencies below (no more that 150-200 words per competency). The example may be drawn from your experience in various settings including professional, community or voluntary.***  Your answer should include all elements of the STAR competency framework.  Shortlisting may apply based on the information supplied on application forms and the requirements of the position. Candidates called for interview will be assessed on the following competencies: |

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| 1. **TEAMWORK**  * Shows respect for colleagues and co-workers * Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate. * Offers own ideas and perspectives * Understands their role in the team, making every effort to play his/her part   In the space below, please give an example of a situation where you best demonstrated your ability in this area. | Office Use only | 0 | 1 | 2 | 3 | 4 |
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| 1. **PLANNING AND ORGANISING WORK**  * Deliver a high standard of service in line with work plans and schedules * Manage time and workload effectively. * Take initiative when he or she sees the opportunity to make a contribution. * Effective written and verbal skills     In the space below, please give an example of a situation where you best demonstrated your ability in this area. | Office Use only | 0 | 1 | 2 | 3 | 4 |
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| 1. **CUSTOMER SERVICE & COMMUINCATION SKILLS**  * Actively listens to others and tries to understand their perspective/requirements/needs * Understands the steps or processes that customers must go through and can clearly explain these. * Is respectful courteous and professional, remaining composed, even in challenging circumstances * Can be firm when necessary and communicate with confidence and authority * Communicates clearly and fluently when speaking and in writing   *In the space below, please give an example of a situation where you best demonstrated your ability in this area.* | Office Use only | 0 | 1 | 2 | 3 | 4 |
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| 1. **WHAT ASPECTS OF YOUR CAREER TO DATE DO YOU SEE AS BEING MOST RELEVANT TO THE POSITION APPLIED FOR?** | Office Use only | 0 | 1 | 2 | 3 | 4 |
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| 1. **General Information** | |
| The right to work within the European Union (EU) | Tick as applicable: Yes: o No: o |
| Do you possess a full Irish driving licence? | Tick as applicable: Yes: o No: o |

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| 1. **Referees (Minimum of two required – please note that referees sought will include your current employer and your next most recent employer)**   *Note: We will not contact your referees without your prior consent.* | | | |
| **Name/Position** | **Nature of Relationship** | **Phone Number** | **E-mail address** |
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| **Declaration** | |
| By submitting this completed form for the role of Regional Education Officer, you are confirming that all information provided in this application is true and correct and that you have read the conditions of appointment outlined in the Candidate Information Booklet for this post. Please be aware that should any of the information provided in this application be found to be false, misleading or inaccurate in any material way, Water Safety Ireland reserves the right to withdraw any offer of employment made to you or, if you have already commenced employment when this is discovered, to terminate your employment. | |
| **Signature** |  |