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| **Open Recruitment Competition for the position of**  **Storekeeper Clerk Grade 1 (Fixed Term Contract)**  **at National Historic Properties Division, Kilkenny**  **Competition Reference: 2022/051**  **Closing Date: 5:30pm on Thursday, 6th October 2022** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Application Form** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please complete this application form, accurately and comprehensively, providing as much information as possible on your relevant skills, competencies and experience. This form must be completed and sent, with the required documentation, by the closing date to the e-mail address [**recruitment@opw.ie**](mailto:recruitment@opw.ie).  **As all correspondence from Recruitment will be via email, it is your responsibility to ensure that you monitor the email account provided below on this application form. Please check your spam or junk folder regularly as some email providers may automatically move the email there.**  **We cannot accept documentation from external drive sites (e.g. Google Drive, OneDrive, Dropbox). Documentation should be attached in Word, PDF or Jpeg format.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Forename: | |  | | | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | | | |
| Surname: | |  | | | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | | | |
| Home Address: | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Eircode: | |  | | |  |  |  | |  |  |  | |  | |  | |  | |  | | | | |  | | | | | | | | | | | | |
| Mobile Phone: | |  | | | | | | | | | | | | | | | | | Home Phone: | | | | |  | | | | | | | | | | | | |
| email Address: | |  | | | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | | | |
| Desirable Eligibility Requirements  |  | | --- | | ICT Skills, Payroll and Office Administration skills, Storekeeper experience.  When submitting this completed Application Form, it is necessary for you to provide, by way of photo ID, a copy (Front and Back) of your current Driving Licence or Passport.  You are also requested to provide copies of any qualifications or attainments claimed by you in support of your application.  **Please do not submit original documents.**  You will be required to bring the original documentation if invited to attend for interview. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| |  |  |  | | --- | --- | --- | | 1. Please detail your experience with and skill level in ICT and computing, including word processing, spreadsheets, databases, accounting and other business packages. | | | | **Type** | **Packages/Applications used and Training received** | **Provide details of your skill/knowledge levels** | | Word processing |  |  | | Spreadsheets |  |  | | Databases |  |  | | Accounting / Finance packages |  |  | | Other (please specify) |  |  |  Education and Training – Please list your education, training, qualifications, and achievements, which you feel are relevant to the post. Include relevant courses, which you are currently undertaking, or courses which did not lead to a qualification but which you feel are relevant to the advertised post. If called to interview, you may be required to provide evidence of these. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of school/college/ university/training body | | | | | | | | Course/training programme | | | | | | | | | | Qualification/ Level | | | | | | | | | Date gained | | | | | | | | |
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| 1. **Employment Record – Please begin with your most recent employment and list employers and position of employment to cover all periods of employment.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **From** | | | | | | | | **To** | | | | | | | | | | **Employer Name & Address** | | | | | | | | | **Position Held** | | | | | | | | |
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| Employment Record - Please begin with your most recent employment and describe the main duties and responsibilities of your post. Please expand, as appropriate, on specific areas of responsibility. This can include details of relevant experience, achievements or expertise that you feel demonstrate your ability to meet the challenges of the advertised post. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Employer 1:** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Address:** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Job Title:** | | | |  | | | | | | | | | | **From:** | | | | | |  | | | | | | | | **To:** | | |  | | | | |
| **Details of duties, responsibilities, etc.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Employer 2:** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Address:** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Job Title:** | | | |  | | | | | | | | | | **From:** | | | | | |  | | | | | | | | **To:** | | |  | | | | |
| **Details of duties, responsibilities, etc.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Employer 3:** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Address:** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Job Title:** | | | |  | | | | | | | | | | **From:** | | | | | |  | | | | | | | | **To:** | | |  | | | | |
| **Details of duties, responsibilities, etc.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Employer 4:** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Address:** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Job Title:** | | | |  | | | | | | | | | | **From:** | | | | | |  | | | | | | | | **To:** | | |  | | | | |
| **Details of duties, responsibilities, etc.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please give specific experience of your organisational and administrative skills. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. **Please detail any experience you have with regard to (i) payroll operation/maintenance and the maintenance of records and (ii) knowledge and experience in ICT and payroll computer systems.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Please provide details of your experience in stores duties, including the administration involved in stores management. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Please provide details of other previous experience relevant to your application. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| References – Please provide details in full of two referees who should be previous or present employers or, if it is not possible for you to nominate employer referees, people who have formally supervised your work or training. Referees should not be related to you or be OPW present or former employees. The OPW will only contact referees upon consideration of an offer of appointment. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Tel No: | | |  | | | | | | | | |  | | | | Tel No: | | | | | |  | | | | | | | | | |  | | | | | |
| Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **Applicant Declaration** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I hereby declare that the information furnished in this application is accurate. I give my permission for enquiries to be made, as appropriate, to establish such matters as qualifications, experience and character and for the release by other people or organisations of such information as may be necessary to the OPW for that purpose. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | Date: | |  | |  |  | | |  | **2** | | | **0** |  |  |

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| Notes for Candidates |
| Before you return this application form to OPW HR Management (Operational) Division, please ensure that you have completed all sections of the form.   * Have you attached * A copy of qualifications and certificates of attainment? * A copy of **both sides** of your driving licence? * A copy of your Safepass card? (If applicable) * Have you Included a copy of employment permit?   (if applicable)   * Misstatements render an applicant liable to disqualification. * Other than the copy of your driving licence (which will be used for identification purposes if you are appointed to a position), and the copy of your safe pass card (which will be retained on your operational records if you are appointed to a position), the personal data supplied by you on this application form will be used only for the purpose of this competition. Information held is subject to the rights and obligations set out in the Data Protection Acts and Regulations. * **Please send your completed application, with copies of the required documentation, by email to:**   [**recruitment@opw.ie**](mailto:recruitment@opw.ie)  **to be received not later than 5:30pm on Thursday, 6th October 2022**  Applications received after the closing time and date will **not** be considered for this competition.   * **It is the applicant’s responsibility that the application form is received at the above email address before the closing date and time.** * **As all correspondence in relation to this competition will be via email, it is your responsibility to ensure that the email account provided on the application form is monitored and any changes to contact details should be notified with the competition reference number to** [**recruitment@opw.ie**](mailto:recruitment@opw.ie) **as soon as possible.** * **Postal and hand-delivered applications will not be accepted** |
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| **The Office of Public Works will not be liable for any costs incurred in applying for the position and/or attending an interview** |
| **The Office of Public Works is committed to a policy of equal opportunity** |
| **Please note that canvassing will disqualify** |