



## 1. Personal Details

Surname	
First Name	
Address	
Eircode	
Email Address	
Telephone Number	

## 2. Education and Qualifications

Postgraduate Qualifications	
University Attended	
From Date	
To Date	
Degree Title	
Grade Obtained	

**Undergraduate Qualifications**

University Attended

From Date

To Date

Degree Title

Grade Obtained

**Additional or Professional Qualifications**

Name of Qualification

Awarding Body

Date of award

**Detail Other Relevant Qualifications below**

Name of Qualification

Awarding Body

Date of award

### 3. Work Experience

<b>Employer Name</b>	
<b>Job Title</b>	
<b>From Date</b>	
<b>To Date</b>	
<b>Brief Description of Duties</b>	
<b>Employer Name</b>	
<b>Job Title</b>	
<b>From Date</b>	
<b>To Date</b>	
<b>Brief Description of Duties</b>	

<b>Employer Name</b>	
<b>Job Title</b>	
<b>From Date</b>	
<b>To Date</b>	
<b>Brief Description of Duties</b>	

## 4. Competencies

Demonstrate, using specific examples and achievements from your career, that you possess or have the capacity to acquire the competencies outlined in Section 1.3 of the Information Booklet. You should not exceed 250 words per example.

For each example, please include the following:

- (a) the nature of the task, problem, situation or objective
- (b) what you did to demonstrate the competence
- (c) the outcome or result of the situation and the proportion of credit you can claim for the outcome.

### Analysis and Decision Making:

- Skilled policy analysis and development, challenging the established wisdom and adopting an open-minded approach.
- Sees the logical implications of taking particular position on an issue.
- Is resourceful and creative, generating original approaches when solving problems and making decisions

Please detail in no more than 250 words that you possess or have the capacity to acquire analysis and decision making competence.

**Management and Delivery of Results:**

- Successfully manages a range of different projects and work activities at the same time
- Proactively identifies areas for improvement and develops practical suggestions for their implementation
- Applies appropriate systems/ processes to enable quality checking of all activities and outputs
- Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers

Please detail in no more than 250 words that you possess or have the capacity to manage and delivery of results.

Empty response area for detailing management and delivery of results.

## Interpersonal and Communication Skills:

- Communicates in a fluent, logical, clear and convincing manner verbally and in writing
- Maintains a strong focus on meeting the needs of internal and external customers
- Works to establish mutual understanding to allow for collaborative working

Please detail in no more than 250 words that you possess or have the capacity to acquire interpersonal and communication skills competence

## Drive and Commitment to Public Service Values:

- Strives to perform at a high level, investing significant energy to achieve agreed objectives
- Demonstrates resilience in the face of challenging circumstances and high demands
- Upholds high standards of honesty, ethics and integrity

Please detail in no more than 250 words that you possess or have the capacity to acquire competence to demonstrate public service values.



## Specialist Knowledge, Expertise and Self Development:

- Clearly understands the role, objectives and targets and how they fit into the work of the office
- Develops the expertise necessary to carry out the role to a high standard
- Has significant expertise in his/her field that is recognized and utilised by colleagues

Please detail in no more than 250 words that you possess or have the capacity to acquire interpersonal and communication skills competence

Please confirm that you have read the attached Information Booklet

I hereby declare that the information given in this Application Form is correct and I give permission for enquiries to be made 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 Courts Service for that purpose.

Please tick this box to accept the declaration above.

Date: \_\_\_\_\_

THE PERSONAL DATA SUPPLIED BY YOU ON THIS FORM WILL BE STORED ON COMPUTER AND WILL BE USED ONLY FOR THE PURPOSES REGISTERED UNDER THE DATA PROTECTION ACTS, 1988 AND 2003.

Thank you for completing our application form.

Denise Cole

Head of Human Resources

Courts Service

Phoenix House

Dublin 7

01 888 6038