**Hearings Officer – Fitness to Practise Application Form**

**Please carefully note the following information:**

Candidate 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 and for this reason **CVs will not be accepted.** It is therefore in the candidate’s 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 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 09 September 2025.**  
   **Applications received by CORU after the deadline will not be accepted.**
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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please provide details of any 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.)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*(Please add rows if required)*

|  |
| --- |
| **Please provide details of any relevant training courses which you have attended (e.g. day course, Microsoft Suite, SharePoint training etc.)** |
|  |

**SECTION THREE – EMPLOYMENT RECORD**

|  |  |
| --- | --- |
| **Please give particulars 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?** | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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***

|  |
| --- |
| **Experience and Knowledge**  Briefly outline how you meet the experience and knowledge requirements for this role. In particular any case management experience. |
|  |

|  |
| --- |
| **Decision Making / Initiative**  (1) Provide an example of how you have demonstrated the planning and organisational skills necessary to be successful for the role of Case Officer in Fitness to Practise.  (2) Please demonstrate a time that you had to maintain attention to detail while dealing with conflicting priorities. |
|  |

|  |
| --- |
| **Delivery of Results**  Provide an outline of a time that you had to meet at deadline and what was the outcome? |
|  |

|  |
| --- |
| **Communications and Interpersonal Skills**  Provide outline of how you have demonstrated strong communication skills both verbally and written relevant to the role of Case Officer. |
|  |

|  |
| --- |
| **Leadership and Teamwork**  Outline how you have maintained good working relationships with others and encouraged high performance whilst working in a team. |
|  |

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

**SECTION FIVE – REFEREES**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 SIX – 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.***