**Higher Executive Officer**

**Data Protection officer with responsibility for Freedom of Information**

**Application Form**

**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 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 Friday 24 October 2025.**   
   **Applications received by CORU after the deadline will not be accepted**. It is expected that interviews for this role will take placein early May.
3. While the essential criteria of the Job Specification 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 Specification. 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** | | **First name(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.)** |
|  |  |  |  |
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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. MS Office, SharePoint, or a document management system)** |
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**SECTION THREE – EMPLOYMENT RECORD**

|  |  |
| --- | --- |
| **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 details 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**

In the following section of the application form, we are interested in finding out what you consider the key skills, knowledge and experience concerning the essential and desirable criteria, which make you particularly suitable for the role in the context of the specific competencies identified for the role. Please consider carefully the information provided in the Job Specification when completing this section of the application form.

Please remember the following general points when completing this section:

* It is important that you answer every question.
* Each question asks you to describe a specific situation about which you have had experience*.* For each question you should write about an example that best describes your experience in relation to the competency mentioned.
* Be specific about one activity that you do at the moment or have done, rather than writing in general terms.
* For each competency, describe the situation, your role and what happened as a result (maximum of 400 words per question).
* It is a good idea to write/type out your answers in rough before you copy the final version on to this application form.
* Your answers must describe what you have done.

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| **Specialist Knowledge, Expertise and Self Development**  Outline how you meet the knowledge and experience requirements that are essential and desirable for this role. Candidates should clearly demonstrate their experience in the following areas; Data Protection & Freedom of Information. |
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| **Analysis and Decision Making**  Please briefly describe an example of a time where you had to analysis a large amount of data, and make a decision based on the results of the data? What was the outcome of the decision that you made? |
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| **Management and Delivery of Results**  Please describe a time that you had to meet multiple project deadlines which demonstrates your ability to deliver results in challenging circumstances. |
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| **Communication and Interpersonal skills**  Please give examples that describe your range of communication skills – writing reports, strategy and/or policy documents; presenting at board committee level. |
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| **Team Leadership**  Outline your experience or initiatives that you have taken in the past to create a culture of high performance with a team you were managing (including skills development, performance improvement or similar). |
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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. |
|  |

**SECTION SIX – 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 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.***