**Introduction:**

Candidates should note that the information in the application form will play a central part in the short-list process. Furthermore, it is likely that this information will be discussed in more depth should you be called to interview. Please note the following:

* It is imperative that all sections of this application form (A to F) are completed in full.
* Once completed you should submit this application form along with a covering letter to [recruitment@iaasa.ie](mailto:recruitment@iaasa.ie) or by post to the Head of Finance & Administration, IAASA, Willow House, Millennium Park, Naas, Co. Kildare.
* The closing date for submission of applications is Friday, 27 March 2015. Late application will not be considered.

**SECTION A: PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Name:** |  |
| **Address for correspondence:** |  |
| **Phone number for contact:** |  |
| **Email address for correspondence:** |  |
| **Where did you see the advertisement:**  *(for statistical purposes only)* |  |

**SECTION B: ACADEMIC AND PROFESSIONAL QUALIFICATIONS**

Please complete the table below, starting with your most recently obtained qualification. This table should include details of both academic (e.g. primary degree, master’s degree) and professional qualifications (e.g. membership of an accountancy body, law society etc).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of Qualification** | **Date obtained**  **(Month/year)** | **Subjects taken at final level** | **Grade obtained**  **(e.g. 1, 2.1, 2.2, Pass etc)** | **University/College** |
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**SECTION C: EMPLOYMENT RECORD**

Give below, in date order (starting with your most recent employment as Employment No. 1), full particulars of all employment (including any periods of unemployment) between the date of leaving school or college and the present date (please add tables as necessary to include details of all employments). No period between these dates should be unaccounted for.

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| --- |
| **Employment No. 1:** [Title of post held] |
| **Name and address of employer:** |
| **Period in Months:** From [Month/Year] to [Month/Year] |
| **Description of main responsibilities:** |

|  |
| --- |
| **Employment No. 2:** [Title of post held] |
| **Name and address of employer:** |
| **Period in Months:** From [Month/Year] to [Month/Year] |
| **Description of main responsibilities:** |

[Insert further tables as necessary]

**SECTION D: KEY ACHIEVEMENTS**

In this section of the application form we ask you to describe some of your specific achievements or contributions from your career to date that clearly demonstrate the key skills and abilities set out in the detailed job specification.

For each heading, you are asked to describe a situation, from your own experience, which you think is the best example of what you have done to demonstrate or provide evidence of this skill/ability. For each example you provide please include the following information:

(a) the nature of the task, problem or objective;

(b) what you actually did and how you demonstrated the skill/quality;

(c) the outcome or result of the situation and your estimate of the proportion of credit you can claim for the outcome.

The information you provide will form part of the short listing process, and may also be used to help structure your interview, if you are invited to one.

In that instance, the interview board may question you in detail about the information you provide, with particular reference to the actions you took and your reasoning for doing so. Therefore, compose your replies carefully and try to structure what you write so that you give specific information about what you have done - for example, do not simply say that "X was successful", describe exactly what you did and how you demonstrated the skill or quality in question. Please try not to exceed the space provided in the boxes.

Please try to use different examples to illustrate your answers.

1. ***Delivery of results, working to deadlines***

|  |
| --- |
|  |

1. ***Interpersonal and Communication skills (oral and written)***

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|  |

**SECTION E: SUPPLEMENTARY INFORMATION**

Please detail below your experience in financial recording and reporting - packages used, reports prepared etc.

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Please give below any other relevant information in support of your application.

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