



**Open Recruitment Competition
for the position of**

**Storekeeper Clerk Grade 1
at the National Monuments Depot, Mallow, Co. Cork**

**Competition Reference: 2018075
Closing Date: 5:30pm on Wednesday, 28th November 2018**

APPLICATION FORM – PLEASE ENSURE THE FORM IS SIGNED AND DATED

Please complete this application form accurately, giving as many relevant details as possible of your skills and experience. A short-list of candidates to be invited for competitive interview may be prepared on the basis of information furnished on this form. It is therefore in your best interests to provide as much relevant information as possible including demonstrating relevant skills and experience to support your application.

This form must be printed out, completed, signed, dated and returned [hard copy only] by the closing date to the address given at the end of the form.

Forename: _____
Surname: _____
Home Address: _____
Eircode:
Home Phone: _____
Mobile Phone: _____
email Address: _____

1. 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 (please do not submit original documents).

Failure to provide the requested documentation will lead to disqualification from the competition.

2. 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)		

3. Education & Training – Please list your education, qualifications and any 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 are relevant to the advertised post. You may be required to provide evidence of these.

Name of school/college/university/training body	Course/training programme	Qualification/ Level	Date gained

4. 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.

4.1 Employer 1

Name: _____

Address: _____

Job Title: _____

Start Date / / **End Date** / /

Details of duties, responsibilities, etc.

4.2 Employer 2

Name: _____

Address: _____

Job Title: _____

Start Date / /

End Date / /

Details of duties, responsibilities, etc.

4.3 Employer 3

Name: _____

Address: _____

Job Title: _____

Start Date / /

End Date / /

Details of duties, responsibilities, etc.

5. Please give specific experience of your organisational and administrative skills.

6. Please detail any experience you have with regard to payroll operation / maintenance and the maintenance of records.

7. Please provide details of your experience in stores duties, including the administration involved in stores management.

8. Please provide details of other previous experience relevant to your application.

9. References - Please provide details in full of two referees. The referees should not be related to you. Ideally, referees should be previous or present employers. The OPW will only contact referees upon consideration of an offer of appointment.

Name: _____	Name: _____
Address Line 1: _____	Address Line 1: _____
Address Line 2: _____	Address Line 2: _____
Occupation: _____	Occupation: _____
Phone Number: _____	Phone Number: _____
Email Address: _____	Email Address: _____

10. Applicant Declaration and Signature of Applicant.

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.

Signature: _____

Date: / / 2 0

11. Notes for Candidates

Before you return this application form to HR Management (Operational), please ensure that you have completed all sections and signed the form.

- Have you signed and dated the form?
- Have you attached a copy of the required photo ID– i.e., copy (not original) Driving Licence or Passport?
- Have you included a copy of employment permit (if applicable)?
- Please **do not** forward curriculum vitae or any certificates with this application, as they will not be taken into consideration in any short-listing process.
- Misstatements render an applicant liable to disqualification.
- 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, 1988 & 2003.
- **Please return your completed and signed application [hard copy only] to:**

**Derek Raythorn
HR Management (Operational)
OPW Head Office
Jonathan Swift Street
Trim
Co Meath
C15 NX36**

to be received in HR Management (Operational) not later than 5:30 pm on Wednesday, 28 November 2018. Email applications will not be accepted. It is the Applicant's responsibility to ensure that the Application Form and any related documents are received by the closing time and date.

Late Applications will not be considered.

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