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**Application Form for Temporary Contract for Services**

**as Policy Officer (Maternity Cover) with the Ombudsman for Children’s Office (OCO)**

Your completed application must be submitted by email to **ocotenders@oco.ie** by **12.00pm (midday) on Tuesday, 22 May 2018**. Please enter ‘Policy Officer (maternity cover) ’ in the subject line. Please note that the OCO will not consider any application received after 12.00pm (midday) on Tuesday, 22 May 2018.

**SECTION 1 - PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Title (Mr, Mrs, Ms):** |  |
| **Surname:** |  |
| **Forename(s) in full:** |  |
| **Residential/Postal Address:** |  |
| **Contact Telephone** | Landline:  Mobile: |
| **Contact Email:** |  |
| **Work Permit:** | Are there any legal restrictions on your right to work in this country?  Yes □ No □  If yes, please supply details: |

**SECTION 2 - QUALIFICATIONS**

**EDUCATIONAL QUALIFICATIONS – Starting with the most recent, please provide details of your most relevant qualifications. Please ensure you include the result.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates attended** | **School/College/Institute attended** | **Course pursued & Qualification awarded** | **Result & Date obtained** |
| From:  To: |  |  |  |
| From:  To: |  |  |  |
| From:  To: |  |  |  |

**FURTHER QUALIFICATIONS – Please list any further qualifications you may hold (e.g. membership of professional associations, professional qualifications and/or relevant training courses attended), which are not already listed above and which you consider relevant to this temporary contract for services with the OCO’s Policy Unit.**

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**SECTION 3 – EMPLOYMENT HISTORY**

**MOST RECENT EMPLOYMENT POSITION - For your current or most recent employment position, please provide the following details:**

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| --- |
| **Name of Employer:** |
| **Address and telephone number:** |
| **Position you hold/held:** |
| **Briefly list the main duties and responsibilities you have/had in this role:** |
| **Time in this position** From: To: |
| **Reason for leaving (if applicable):** |
| **If awarded temporary contract for services with the OCO’s Policy Unit, what level of notice, if any, is required?** |

**RELEVANT PREVIOUS EMPLOYMENT – Please give particulars of any other employment since your full-time education, starting with the employment immediately preceding that outlined above. Please only provide details of previous employment that you consider relevant to this temporary contract for services with the OCO’s Policy Unit.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Name & Address of Employer** | **Title of position held &**  **List of main responsibilities** | **Reason for leaving** |
| From:  To: |  |  |  |
| From:  To: |  |  |  |
| From:  To: |  |  |  |

**SECTION 4 – PROFESSIONAL EXPERIENCE, KNOWLEDGE AND SKILLS**

**Please summarise briefly your experience, knowledge and skills in each of the areas below. You may use bullet points if you wish. Once completed by you, SECTION 4 must not exceed 2 pages in length in total. If giving concrete examples, please give no more than one example in relation to each area below.**

|  |
| --- |
| **Your knowledge of, and experience of working with, international human rights standards relevant to children up to the age of 18:** |
| **Your knowledge of, and experience of engaging with, legislation and public policy in Ireland relating to children’s rights and welfare:** |
| **Your experience of undertaking research, including sourcing, analysing and distilling complex information:** |
| **Your experience of having to communicate effectively orally and in writing:** |
| **Your experience of having to use sound judgement in a professional capacity:** |
| **Your IT knowledge and skills (i.e. what software you are proficient in using, e.g. Microsoft Word):** |
| **Your experience of using interpersonal skills and of engaging with stakeholders:** |
| **Your experience of using planning, organisational and time management skills:** |
| **Your experience of working independently on your own initiative:** |
| **Your experience of working collaboratively as part of a team:** |
| **Your experience of working in a flexible, agile manner within a dynamic work environment:** |
| **Languages:**  **Are you fluent in spoken and written English?** Yes □ No □  **Are you fluent in spoken and written Irish?** Yes □ No □ |

**SECTION 5 – ADDITIONAL INFORMATION**

**Please respond to all of the following questions:**

|  |  |
| --- | --- |
| **What is your daily rate (excluding VAT)?** | Daily rate (excluding VAT): |
| **Are you available to work 5 days per week (Monday to Friday, 9.00am to 5.00pm) in the context of fulfilling this temporary contract for services with the OCO’s Policy Unit?** | Yes □ No □ |
| **Are you in a position to work from the Ombudsman for Children’s Office in Dublin for the purposes of fulfilling this temporary contract for services with the OCO’s Policy Unit?** | Yes □ No □ |
| **Are any parts of your application commercially sensitive?** | Yes □ No □  If ‘Yes’, please briefly clarify which parts: |
| **Are there any conflicts of interest that may arise if you were to be awarded this temporary contract for services with the OCO’s Policy Unit?** | Yes □ No □  If ‘Yes’, please briefly clarify: |

**In 100 words or less, please provide any additional information that you feel is relevant:**

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|  |

**SECTION 6 – REFERENCES**

**Please provide details of three referees from whom the OCO may seek references:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Organisation and**  **position held by referee** | **Relationship to you** | **Contact details** |
|  |  |  | Phone:  Email: |
|  |  |  | Phone:  Email: |
|  |  |  | Phone:  Email: |

|  |
| --- |
| **Do you require notification before your referees are contacted?** Yes □ No □ |

**SECTION 7 – DECLARATION**

I hereby certify and declare that:

1. All of the information that I have provided on this form has been honestly and accurately articulated to the best of my knowledge and belief.
2. I have not canvassed any employee of the OCO. 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 ensure that you have provided all of the information for which you have been asked. An applicant found to have given false information or to have wilfully suppressed any material fact will be liable to disqualification or, if awarded the contract, to have the contract terminated.

Please note that all personal data shall be treated as confidential in accordance with data protection legislation.