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**Application form should be typed.**

**Completed Application forms should be emailed to:** **recruitment@nationalarchives.ie** **by 3pm Friday 8 January 2021**

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| Recruitment for archivist – GRADE III,NATIONAL ARCHIVES,fixed purpose contract Department of tourism, culture, arts, gaeltacht, sport and media  |
| Application Form  |

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| Section 1 – Personal Details |  |

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| --- | --- |
| Name |  |
| **Postal Address** |  |
| **E-mail\*** |  |
| **Telephone** |  |
| **Current Position** |  |
| **Date of Appointment** |  |

**\* Note: All correspondence relating to this competition will issue by email. Applicants should provide an email address at which they can be contacted for the duration of the competition.**

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| Section 2 – Academic/Professional Qualifications |

## General Education

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| --- | --- | --- | --- |
| **School or College Attended** | Period | **Examination** | **Results** |
| **From** | **To** |
|  |  |  |  |  |
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## Academic and/or Professional Qualification

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| **Degree/Qualification Held** | **Grade Awarded** | **University, College or Examining Authority** | **Year Obtained** |
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| **Desirable** | **Yes *(briefly describe)*** | **No** |
| Substantial knowledge of 19th and/or 20th century Irish history (inc. knowledge of public administration in Ireland) |  |  |
| Reasonable understanding of written Irish |  |  |
| Personal membership of a relevant professional body in archives or records management |  |  |
| Experience with Adlib/Axiell software |  |  |

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| Section 3 – Employment Details |

## Employment Details

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| **Most Recent Employment Position**For your current or most recent employment position, please provide the following details: |
| **Name of Employer (Nature of the business)** |  |
| **Address and Telephone Number** |  |
| **Position Held** |  |
| **Date of Appointment**  | **From: To:**  |
| **Describe Main Duties and Responsibilities** |  |

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| **Other Employment (Begin at the most recent date)** |
| **Name of Employer (Nature of the business)** |  |
| **Address and Telephone Number** |  |
| **Position Held** |  |
| **Date of Appointment**  | **From: To:**  |
| **Describe Main Duties and Responsibilities** |  |
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| Section 3 – Employment Details – Cont’d |

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| **Other Employment (Begin at the most recent date)** |
| **Name of Employer (Nature of the Business)** |  |
| **Address and Telephone Number** |  |
| **Position Held** |  |
| **Date of Appointment**  | **From: To:**  |
| **Describe Main Duties and Responsibilities** |  |

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| SECTION 4 - please briefly highlight specific achievements, contributions or expertise you have developed from your career to date which demonstrate your suitability to meet the challenges of the role in the following category. (max 500 words) |
| **Specialist Knowledge, Expertise and Self Development** |
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| SECTION 4 - please briefly highlight specific achievements, contributions or expertise you have developed from your career to date which demonstrate your suitability to meet the challenges of the role in the following category. (max 500 words) |
| **Drive and Commitment to Public Service Values** |
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| SECTION 4 - please briefly highlight specific achievements, contributions or expertise you have developed from your career to date which demonstrate your suitability to meet the challenges of the role in the following category. (max 500 words) |
| **Management and Delivery of Results** |
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| SECTION 4 - please briefly highlight specific achievements, contributions or expertise you have developed from your career to date which demonstrate your suitability to meet the challenges of the role in the following category. (max 500 words) |
| **Judgement, Analysis and Decision Making** |
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| SECTION 4 - please briefly highlight specific achievements, contributions or expertise you have developed from your career to date which demonstrate your suitability to meet the challenges of the role in the following category. (max 500 words) |
| **Interpersonal and Communication Skills** |
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| SECTION 5 – Please give below any other relevant information to support your application. (max 500 words) |
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| Section 6 – Candidate’s Declaration |

I have a full clean driving licence and access to my own transport.

I confirm that the above information I have supplied is correct.

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|  | Signed | Date |
| Applicant |  |  |

**Applicants should consider which referees they would like to use in the event of a successful application.**

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 Acts, 1988 and 2003 and the terms of the EU General Data Protection Regulation.