

Job Application Form

This application is for the position of:	Head of Communications and Engagement
The closing date for receipt of application forms is:	1pm Monday 16 th November 2015
Note: To apply for this role please complete and attach your completed application form and send to Orla.Kennedy@irishlife.ie with the job title Head of Communications and Engagement in the subject box.	

Tell us about you...

Personal Details:

Full Name:	
Home Address	
Correspondence Address (if different)	
Mobile Phone Number	
Email Address	

Education History

Secondary School	Year / Date	Subjects, Exam Results and Grades
Third Level	Year / Date	Subjects, Exam Results and Grades

Professional Qualifications

Awarding Body	Year / Date	Qualification

Other Relevant Activities or Professional Body Membership

Give details of your extra - curricular activities, detailing your responsibilities, contribution and the benefits of these experiences

Tell us about your career...

Career History

Starting with your current employer, please outline your employment history below - stating the name of your employer(s), dates employed and the positions held.

Tell us about your skills & abilities ...

This section gives you an opportunity to detail some of your skills and abilities in areas that have been identified as important to the role.

We have broken the sections down into competencies which are relevant to your role. Under each competency, you should outline in brief (**not more than 400 words for each competency**) one or two examples where you believe you demonstrated good evidence of that particular competency. At this stage, **you do not need to go into the detail of what you did**, rather give an overview of the initiative / incident.

If your application is successful at this stage, you may be invited to attend a competency based interview where some, if not all of these areas will be covered in-depth with you. Specifically you will be asked to provide examples from your experience to date to demonstrate your style and abilities across these competencies. You will then be asked at interview to outline precisely what your role was in each incident / initiative.

In advance of the interview, you should review each of these competencies and the examples you have outlined in your application. You should also consider additional examples where you may be able to demonstrate some good evidence under each competency heading.

Please take care when completing this form as it is a key component of the selection process.

1. Innovation and Change

Proactively seeks opportunities for improvement and business gain. Anticipates change and directs resources to make the change a success.

Please give 1 or 2 specific examples below of situations where you demonstrated strong skills in this area

2. Communicating and Influencing

Is viewed as an effective communicator and influencer. Creates communication processes and systems to support efficient two way communication. Can use a range of influencing styles effectively.

Please give 1 or 2 specific examples below of situations where you demonstrated strong skills in this area

3. Leadership

Creates a shared vision that supports the overall business goals. Is inspiring and motivating and creates energy and focus on the achievement of the vision. Provides clarity in terms of expectations of others and leads by example.

Please give 1 or 2 specific examples below of situations where you demonstrated strong skills in this area

4. Team working and Cross Functional Collaboration

Exhibits and drives behaviours that facilitate cross functional collaboration and effective working in teams.

Please give 1 or 2 specific examples below of situations where you demonstrated strong skills in this area

5. Building and Maintaining Relationships

Actively identifies key stakeholders in the drive for success of the business and acts to build deep and rewarding mutually beneficial professional relationships.

Please give 1 or 2 specific examples below of situations where you demonstrated strong skills in this area

Additional relevant information here...

Motivation and Contribution to the Role:

Give a brief outline of your reasons for applying for this position. In what way will this opportunity meet your long-term career goals?

Relevant Expertise & Experience:

Outline below in bullet point format, the specific technical expertise and experience you have that you believe qualifies you for this role:

(Please refer back to the job ad and the requirements of the role when completing this part of the form)

Key Achievements:

Please provide information on any additional key achievements that are particularly relevant to your application.

Capacity to Work:

Are you aware of any circumstances regarding your health or capacity to work that might interfere with your ability to perform the duties of the position? Please tick 'X' in the relevant bracket

No () Yes ()

If yes, provide details:

Our policy is to refer short listed applicants who answer yes to the above to relevant professionals for evaluation.

The organisation wishes to ensure that it does not endanger the Health, Safety or Welfare of its employees or other persons. The organisation is committed to its Equal Opportunities Employment Policy and its duties under the Employment Equality Acts 1998-2011 and all other relevant legislation.

Please sign and date here...

Declaration:

I declare that the information I have provided is true and correct to the best of my knowledge and that I have not withheld any information that might have an impact on my suitability for the role.

Signed:

Date: