Candidate number (for official use)

**Recruitment Application Form**

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| **Position** | **Higher Executive Officer – Software Development Tester** |
| **Closing date** | **12:00pm (noon) on Wednesday 28 May 2025** |
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| **Form completion and submission process:**1. Type all your details and answers into the relevant sections of the form.
2. You are required to submit your completed application form either as a Word or PDF document by email to careers@pensionsauthority.ie on or before the stated closing time for this competition.
3. Do not submit a Curriculum Vitae or any other supporting documentation with your application as it will not be considered.
4. Only this application form fully completed and submitted online will be accepted into this competition process.
5. Late applications will not be considered.
6. The decision to include you on any shortlist of candidates going forward to the next stage of the selection process will be determined based on the information you supply in this form. This information will be discussed in more depth, should you be called to interview.
 |
| **Section 1: Personal contact details:** |
| **Name** |  |
| **Email** |  |
| **Phone/Mobile** |  |
| **Section 2: Special requirements** |
| If you will require special facilities at the interview location (e.g. wheelchair access, sign interpreter, Braille etc.) please specify facilities required here:  |
| **Section 3: Academic, professional or technical qualifications** Insert details of all your education and/or most relevant qualifications (start with your most recent qualification first).  |
| **College, university or examining authority** | **Results/degree/****qualifications obtained** | **NFQ Level[[1]](#footnote-1)** | **Year qualification was obtained** | **Grade** **obtained (e.g. pass, honours, 1.1, 2.1, 2:2 etc.)** |
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| **Section 4: Membership of professional bodies** Insert details of any professional bodies you are a member of. |
| **Professional body** | **Level of membership** |
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| **Section 5: Employment experience**Provide below, in date order (starting with your current/most recent employer first), full details of all employment experience between the date of leaving school or college and the present date. No period between these dates should be left unaccounted for (exact dates to be given). Insert additional rows if necessary. |
| **Name of division/ branch/company etc.** | **Title of post held**  | **Brief description of duties** | **From** **mm/yyyy** | **To****mm/yyyy** |
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| **Section 6: Essential skills and experience**The questions that follow allow you to demonstrate the expertise you have developed over your career to date that demonstrate that you have the essential skills and experience for the role.  |
| **1** | **Please describe your previous commercial development experience working in a professional environment.** *(Type your response here – max 200 words)* |
| **2** | **Describe a complex software project which you have worked on. Please include details of overall project structure, e.g., how many people worked on the project, how long it took, what percentage of the work were you responsible for.***(Type your response here – max 300 words)* |
| **3** | **Describe the typical tests you would apply to a software development project, which involves a data migration from the previous system to the replacement system.***(Type your response here – max 200 words)* |
| **4** | **Please describe your previous experience in performance testing.***(Type your response here – max 200 words)* |
| **Section 7: Personal statement**Include here a personal statement that specifies any other relevant experience, qualities or attributes in addition to the information provided in the previous section that you would bring to the role and to the Pensions Authority. (max 500 words) |
| *(Type your response here – max 500 words)* |
| **Section 8: Further information**How did you hear about this position? Please tick one of the boxes below: |
| Public Jobs: [ ] LinkedIn: [ ] Other: [ ] If other, please specify: |
| **Section 9: Declaration** |
| By submitting your application to the Pensions Authority for this position you are declaring that the information provided in this form is correct and that you give permission to the Authority to make enquiries to establish any matters in relation to this application and for the release of any information necessary in connection with this application. This may include enquiries to past/present employers e.g. references. Provision of false information on this application form could lead to disqualification from the competition and/or termination of contract. Data is processed in line with the [Pensions Authority’s Privacy Statement](https://www.pensionsauthority.ie/en/Privacy_Statement/) published to [www.pensionsauthority.ie](http://www.pensionsauthority.ie) |

1. Please use <http://www.qqi.ie> and use the NARIC database to determine the equivalent NFQ level for any qualifications obtained outside Ireland. [↑](#footnote-ref-1)