Candidate number (for official use)

**Recruitment application form**

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| **Position** | **Higher Executive Officer panel** |
| **Closing date** | **2:00pm on Tuesday 26 August 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 or partial 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 your application. This information will be discussed in more depth, should you be called to interview.
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| **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** | **Year qualification was obtained** | **Grade** **obtained (e.g. Pass, Honour, 2.2, 2.1, 1 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: Key achievements**In this section, we are interested in finding out what you consider to be the key strengths and achievements that make you particularly suitable for this position. When completing this section, please consider the requirements of the role and the competencies as set out in the candidate information booklet. For each of the headings below, please provide specific examples illustrating how you have displayed the relevant competency during your career to date in order to clearly demonstrate your suitability for this position. Please provide examples using the STAR format (outlined on page 4 of the candidate information booklet). |
| **1** | **Team management** | *(Type your response here – max 200 words)* |
| **2** | **Analysis and decision making** | *(Type your response here – max 200 words)* |
| **3** | **Delivery of results**  | *(Type your response here – max 200 words)* |
| **4** | **Interpersonal and communication skills** | *(Type your response here – max 200 words)* |
| **5** | **Drive and commitment** | *(Type your response here – max 200 words)* |
| **6** | **Knowledge, skills, expertise and self-development**  | *(Type your response here – max 200 words)* |
| **Section 7: Personal statement**In this section, include a personal statement that specifies any other relevant experience, qualities or attributes that you believe support your application for this position  |
|  *(Type your response here – max 300 words)* |
| **Section 8: Further information**How did you hear about this position? Please tick one of the boxes below |
| Public Jobs: [ ] IrishJobs.ie: [ ] 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) |