Candidate number (for official use)

**Recruitment Application Form**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | |
| **Position** | | | **Executive Officer Payroll Administrator** | | | | | |
| **Closing date** | | | **2:00pm on Friday 19 September 2025** | | | | | |
|  | | | | | | | | |
| **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](mailto: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 as an attachment 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. 7. Information provided on applications submitted to the Pensions Authority will be processed in line with our Privacy Statement. Please click here to review the Pensions Authority’s [Privacy Statement](https://www.pensionsauthority.ie/en/privacy_statement/). | | | | | | | | |
| **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. Honours, Pass, 1.1, 2.1, 2:2 etc.)** | |
|  | | |  | |  | |  | |
|  | | |  | |  | |  | |
|  | | |  | |  | |  | |
|  | | |  | |  | |  | |
|  | | |  | |  | |  | |
|  | | |  | |  | |  | |
|  | | |  | |  | |  | |
|  | | |  | |  | |  | |
| **Section 4: Membership of professional bodies**  Insert details of any professional bodies you are a member of. | | | | | | | | |
| **Professional body** | | | | | | **Level of membership** | | |
|  | | | | | |  | | |
|  | | | | | |  | | |
|  | | | | | |  | | |
| **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** |
|  | | |  |  | | |  |  |
|  | | |  |  | | |  |  |
|  | | |  |  | | |  |  |
|  | | |  |  | | |  |  |
|  | | |  |  | | |  |  |
|  | | |  |  | | |  |  |
|  | | |  |  | | |  |  |
|  | | |  |  | | |  |  |
| **Section 6: Technical Experience**  For each of the headings below, provide details of your relevant experience to date. | | | | | | | | |
| **1** | | **Irish payroll taxation/regulatory compliance** | *(Type your response here – max 300 words)* | | | | | |
| **2** | | **Payroll systems** | *(Type your response here – max 300 words)* | | | | | |
| **3** | | **Account reconciliation** | *(Type your response here – max 300 words)* | | | | | |
| **4** | | **Microsoft Excel** | *(Type your response here – max 300 words)* | | | | | |
| **Section 7: Key achievements**  In this section we are interested in finding out what you consider to be the key strengths and achievements, which make you particularly suitable for this position having regard of the ‘essential skills and experience’ and the Pensions Authority’s specific competencies as set out in the Information Booklet for this position.  For each of the headings below, please briefly highlight specific key achievements, contributions or expertise you have developed over your career to date that demonstrate your suitability to meet the challenges of this position.  Consider carefully the information provided in the Candidate Information Booklet, in particular the EO competencies, before completing this section.  Please provide examples of how you meet these requirements using the STAR format (outlined on page 6 of the candidate information booklet). **(max 300 words for each category below)** | | | | | | | | |
| **1** | **Working with others and staff supervision** | | *(Type your response here – max 300 words)* | | | | | |
| **2** | **Analysis and decision-making** | | *(Type your response here – max 300 words)* | | | | | |
| **3** | **Delivery of results** | | *(Type your response here – max 300 words)* | | | | | |
| **4** | **Communication skills** | | *(Type your response here – max 300 words)* | | | | | |
| **5** | **Drive and commitment** | | *(Type your response here – max 300 words)* | | | | | |
| **6** | **Knowledge, skills, and self-development** | | *(Type your response here – max 300 words)* | | | | | |
| **Section 8: 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 believe support your application for this position **(max 500 words).** | | | | | | | | |
| *Type your response here)* | | | | | | | | |
| **Section 9: 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 10: 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.  The Authority may process your data in line with its Privacy Statement published to [www.pensionsauthority.ie](http://www.pensionsauthority.ie) | | | | | | | | |