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| **Financial Services and Pensions Ombudsman**  **Candidate Application Form**  **Head of Legal Services (Assistant Principal)** |

In order to be considered for the post of Head of Legal Services with the Financial Services and Pensions Ombudsman, candidates must submit this completed application form to [careers@fspo.ie](mailto:careers@fspo.ie) by **15:00 on 10 July 2020**. Please note a CV is **not** required and should not be submitted.

| 1. **Personal Details** | |
| --- | --- |
| **Name** |  |
| **Address** |  |
|  |
| **Phone Number** |  |
| **Email** |  |

| 1. **Employment Record** *(most recent first)* | | | |
| --- | --- | --- | --- |
| Give below, in date order (starting with your current employer), full particulars of all employment (including any  periods of unemployment) between the date of leaving school or college and the present date.  Copy and paste the blank fields to add more employment records as necessary. | | | |
| **Employer Name** |  | | |
| **Employer Address** |  | | |
| **Title of Post Held** |  | | |
| **Reason for leaving** |  | | |
| **Start Date** |  | **End Date** |  |
| **Description of main responsibilities**  **(Max 300 words – please note only the first 300 words will be considered as part of the application)** |  | | |
|  | | | |
| **Employer Name** |  | | |
| **Employer Address** |  | | |
| **Title of Post Held** |  | | |
| **Start Date** |  | **End Date** |  |
| **Description of main responsibilities**  **(Max 300 words – please note only the first 300 words will be considered as part of the application)** |  | | |
|  | | | |
| **Employer Name** |  | | |
| **Employer Address** |  | | |
| **Title of Post Held** |  | | |
| **Start Date** |  | **End Date** |  |
| **Description of main responsibilities**  **(Max 300 words – please note only the first 300 words will be considered as part of the application)** |  | | |

| 1. **Educational Qualifications** *(most recent first)* | | | |
| --- | --- | --- | --- |
| Begin with your most recent qualification, if required please insert further rows at the  bottom of this section to add more qualification records as necessary. | | | |
| **Qualification / Award** | **University, College or Examining Authority** | **Year** | **Grade Obtained** |
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| 1. **Membership of Professional Bodies** *(if applicable)* | |
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| **Professional Body** | **Level of Membership** |
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| 1. **Key Achievements**   *For each of the areas below, briefly highlight specific key achievements, contributions or expertise you have developed over your career to date which demonstrate your suitability to meet the challenges of the role of Assistant Principal Officer. (Max 300 words – please note only the first 300 words will be considered as part of the application)* | | | | | | | | | | |
| **a) Leadership:** *(Max 300 words)* | | | | | | | | | | |
| *Office Use Only* | *0* | | *1* | | *2* | | *3* | | *4* | |
|  | | | | | | | | | | |
| **b) Analysis and Decision Making:** *(Max 300 words)* | | | | | | | | | | |
| *Office Use Only* | *0* | | *1* | | *2* | | *3* | | *4* | |
|  | | | | | | | | | | |
| **c)** **Management and Delivery of Results:** *(Max 300 words)* | | | | | | | | | | |
| *Office Use Only* | *0* | | *1* | | *2* | | *3* | | *4* | |
|  | | | | | | | | | | |
| **d) Interpersonal and Communication Skills:** *(Max 300 words)* | | | | | | | | | | |
| *Office Use Only* | *0* | | *1* | | *2* | | *3* | | *4* | |
|  | | | | | | | | | | |
| **e) Specialist Knowledge, Expertise and Self Development:** *(Max 300 words)* | | | | | | | | | | |
| *Office Use Only* | | *0* | | *1* | | *2* | | *3* | | *4* |
|  | | | | | | | | | | |
| **f) Drive and Commitment to Public Service Values:** *(Max 300 words)* | | | | | | | | | | |
| *Office Use Only* | | *0* | | *1* | | *2* | | *3* | | *4* |
|  | | | | | | | | | | |

| 1. **Please outline your significant experience of one of the following:** 2. **Experience of analysing, evaluating and integrating a range of complex information (including legislative and regulatory provisions) in a rational and objective manner;**   **or**   1. **Good judgment and sound decision-making ability and a commitment and attention to detail that is required for legal work;**   *(Max 500 words – please note only the first 500 words will be considered as part of the application)* | | | | | |
| --- | --- | --- | --- | --- | --- |
| *Office Use Only* | *0* | *1* | *2* | *3* | *4* |
|  | | | | | |

| 1. **Personal Statement**   **Outline below why you wish to be considered for this post and why you believe your skills and experience would be of value as an Assistant Principal Officer with the Financial Services and Pensions Ombudsman.** *(Max 500 words – please note only the first 500 words will be considered as part of the application)* | | | | | |
| --- | --- | --- | --- | --- | --- |
| *Office Use Only* | *0* | *1* | *2* | *3* | *4* |
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| 1. **Supplementary Information**   **Please give any other relevant information in support of your application** |
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| 1. **General Information** | |
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| **Are there any restrictions on your right to work in Ireland? State Yes or No. If yes, please provide details.** |  |
| **What length of notice is required in your current position?** |  |
| **Are you proficient in the Irish Language?**  *Candidates who indicate that they are proficient in Irish may, if called to final interview, be required to undergo a test in order to verify their ability to communicate effectively in Irish.* |  |
| **Have you previously availed of a Voluntary Early Retirement Scheme or any other Redundancy Scheme in the Public Sector?** |  |
| **If yes, do the terms of the Scheme allow you to apply for this position?** |  |

| 1. **Reasonable Accommodation** | | |
| --- | --- | --- |
| *Candidates who indicate that they would like to avail of reasonable accommodations will be contacted directly by a member of our HR team, and may be asked to submit a medical report, the purpose of which is to provide information to act as a basis for determining reasonable accommodations where appropriate.* | | |
| Please indicate whether you would like to avail of reasonable accommodations by ticking either Yes/No: | Yes | No |

| 1. **Guidance on Conflicts of Interest** | |
| --- | --- |
| I confirm that I have read the FSPO’s Guidance on Conflicts of Interest at <https://www.fspo.ie/about-us/codes.asp> | Yes |

| 1. **Declaration** | |
| --- | --- |
| By submitting this completed form for the role of Assistant Principal Officer with the Financial Services and Pensions Ombudsman, you are confirming that all information provided in this application is true and correct and that you have read the conditions of appointment outlined in the Candidate Information Booklet for this post. Please be aware that should any of the information provided in this application be found to be false, misleading or inaccurate in any material way, the Financial Services and Pensions Ombudsman reserves the right to withdraw any offer of employment made to you or, if you have already commenced employment when this is discovered, to terminate your employment. | |
| **Name of Applicant:** |  |
| **Date of Submission:** |  |