



An Roinn Cultúir,  
Oidhreacht agus Gaeltachta  
Department of Culture,  
Heritage and the Gaeltacht



## **GENERAL INFORMATION REGARDING THE APPLICATION FORM AND INTERVIEW**

- Before completing the application form you should carefully read the *Candidate Information Booklet* in relation to the post for which you are applying in addition to this document.
- The application form must be completed in full. Handwritten applications will not be accepted. It is recommended that you keep a copy of the completed application form for your own records.
- Regarding the submitted application form and the interview itself, candidates will be assessed having reference to the competencies specified on the application form for the post in question.

### **HOW TO FILL THE APPLICATION FORM**

Please read the following guidelines carefully in relation to sections 1 to 5 of the application form.

#### **SECTION 1 – PERSONAL DETAILS**

In this section, candidates are asked for personal details relevant to their application.

#### **SECTION 2 – ACADEMIC, PROFESSIONAL OR TECHNICAL QUALIFICATIONS**

In this section, candidates should provide details of academic, professional or technical qualifications.

#### **SECTION 3 – EMPLOYMENT HISTORY SINCE COMPLETING THIRD-LEVEL EDUCATION**

In this section, candidates should provide an account in chronological order of their employment since completing third level education. You must give full particulars of all employment (including any periods of unemployment) between the date of completing third level education to the present date. No period between these dates should be unaccounted for.

#### **SECTION 4 – KEY COMPETENCIES**

Candidates are asked to give an example/examples from their experience that best demonstrates their skill in the competency in question. Candidates should not use the same example to illustrate more than two key competencies. Candidates must adhere to the word limit of maximum 500 words.

Replies should be carefully structured so that specific information is given. The information should be precise and evidence-based where appropriate. Care should be taken to neither undersell nor oversell your role in the specific example/examples chosen. Please state what **you** have done; describe exactly what **you** did and why you did it. For each of the chosen examples, please include the following:

- The nature of the task, problem, situation or objective
- What **you** actually did and how **you** demonstrated the skill/quality

- The outcome or result of the situation

### **SECTION 5 – OTHER INFORMATION TO SUPPORT YOUR APPLICATION**

In this section, candidates may provide other information to support their application, particularly in relation to a specific area of expertise.

#### **GENERAL/DECLARATION**

This section asks candidates to declare that the information given in the application is accurate. Before submitting an application, candidates should assure themselves that they have completed all sections of the application form.

#### **WHAT HAPPENS AFTER YOUR APPLICATION IS SUBMITTED?**

On receipt of a valid application an acknowledgement will be issued to you by the Department of Culture, Heritage and the Gaeltacht. For convenience please ensure that the email address from which you submit your application is the same email address you put in the application form itself under the section “personal details”. Contact will subsequently be made with you giving you a time and venue for the interview should you be successful in the shortlisting process (where such applies). Where candidates fail to be shortlisted for interview, this decision will be conveyed to them in writing.