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|  | Logo  Description automatically generatedAn Equal Opportunities Employer |  |
| **Application Form**  |
| **POSITION: Administration Officer (Teagasc Subvented) – (Ref: SAC/03\_25)** **LOCATION: Salesian Agricultural College, Pallaskenry, Co. Limerick** **Instructions to Candidate****This application form should be TYPED and Saved as a MS Word Document or PDF. Please complete all relevant sections of this form and return the completed form by email** **recruit@pallaskenry.com** **no later than 5.00pm on Friday 30th May 2025. Documents relevant to section 5 of this application must be attached.****Please ensure you quote the job title and reference number in the subject line of the email.**  |
| SECTION 1 - PERSONAL DETAILS |
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**1.1 PERSONAL DETAILS**

| Title: |  | First Name(s): |  | Surname:  |  |
| --- | --- | --- | --- | --- | --- |
| PPS Number:  |  |  |
| Address – For Correspondence Purposes |  |
|  |  |
|  |  |
| Home telephone number |  | Work telephone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Mobile telephone number |  | Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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|  SECTION 2 - EDUCATION |

**2.2 THIRD LEVEL EDUCATION (To be completed chronologically)**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Title of Award & Designatory Letters(Certs/Diplomas/ Professional Qualification or Higher | Type of Award(Cert/Diploma/ Degree etc.) | Grade Achieved(First Class Honours etc) | Duration of programme of study | University/ College Attended | Level of Qualification\*see note | Awarding Body | Month & Year of Award |
| *e.g.**Certificate in Business Studies* | *e.g.**Certificate* | *e.g.**2.1* *Hons.* | *e.g.2 year* | *e.g.**IT Carlow* | *e.g.**Level 6* | *e.g.**N.U.I* | *e.g.**Jun 2006* |
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**\* Give level of award as per the National Framework of Qualifications e.g. Level 5/6/7/8**

**2.3 IT TRAINING**

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| **Please tick as appropriate to indicate proficiency in the following:** |  |  |
| Software Package | No Knowledge | Limited Familiarity | Use Extensively /Excellent Knowledge | Course(s) undertaken  | Level of award (attach copies of Certificates) | Awarding Body |
|  | Tick one of the 3 boxes below |  |  |  |
| Microsoft Word |  |  |  |  |  |  |
| Microsoft Excel |  |  |  |  |  |  |
| Microsoft PowerPoint |  |  |  |  |  |  |
| MS Outlook |  |  |  |  |  |  |
| **Other IT Packages can be listed below** |  |  |  |  |  |  |
| **1.** |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |
| **Typewriting Skills** (Highest Grade Obtained) |
| Current WPM |  |
| Certificate Issued by |  |

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| SECTION 3 - EXPERIENCE |

**3:1 CURRENT ROLE**

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| --- | --- | --- | --- |
| Job Title: |  | Line Manager |  |
| From: mm/yy |  | To: mm/yy |  | Location: |  |
| **Please detail your current responsibilities and highlight your greatest achievement in your current role.** |
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**3:2 PREVIOUS APPOINTMENTS**

Start with the appointments which preceded that described above and work backwards through your career. Please include previous positions with your present employer.

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| --- | --- | --- | --- | --- |
| Period in Months | From Tomm/yy mm/yy | Company Name. Address, & description of business. | Brief Job Description and Main Responsibilities | Reason for Leaving |
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| SECTION 4 - ADDITIONAL INFORMATION  |

**The answers provided in this section will be marked for short-listing purposes and will form a significant part of the selection process.**

### 4.1 Please outline an achievement which demonstrates that you have good organisational skills and can deliver a high quality administrative service. (*Guide 200 words)*

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4.2. **Give examples of work, academic or non-academic (activities, clubs, societies, voluntary work), where you have been a member of a team. Describe in more detail a recent activity where you were particularly pleased with your team achievements.** (*Guide 200 words*)

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**4.3 Please outline an example which shows that you are capable of responding to customer needs and providing a quality customer service.** (*Guide 200 words*)

**4.4 Describe an example of where you used an IT system in order to carry out an administrative task more efficiently. (***Guide 200 words)*

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**4:5 Outline why you are applying for this position and what qualities/expertise you consider you will bring to this role.**

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| SECTION 5 – EXPERTISE USING MS PACKAGES  |

**For this section you are required to submit non-confidential documents that you have used either at your place of work, study or personal use that demonstrates proficient use of MS Word, MS Excel, MS Power-point and MS Access (or similar applications). You are only required to submit documents for 3 out of the 4 IT packages. Failure to submit 3 documents will disqualify your application.**

**Instructions**

**5.1. Prepare and attach a non-confidential document that you prepared in MS Word (or similar package). The heading of this document should reference 5.1, state what version of MS word (or package) was used, and state the reason for this document and why you laid it out in this way. The document should be no more than 1 page.

5.2. Prepare and attach a non-confidential spread-sheet that you prepared in MS Excel (or similar). The heading of this document should reference 5.2, state what version of MS excel (or package) was used, and state the reason for this document and why you laid it out in this way. The spread-sheet should be no more than 1 page.

5.3. Prepare and attach a non-confidential power-point presentation that you prepared in MS Power-point (or similar). The heading of this document should reference 5.3, state what version of MS Power-point (or package) was used, and state the reason for this presentation and why you laid it out in this way. The presentation should be no more than 4 pages with 2 slides per page.

Three documents should be attached to this application in the format stated above.**

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| SECTION 6 - SUBMITTING YOUR APPLICATION  |

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| Before you return the Application Form, please ensure that you have completed all sections. The onus is on candidates to establish eligibility on this Application Form. The details provided in this application form will be used to short-list candidates for the next stage of the recruitment process. Please do not forward any certificates or references with this form.**Misstatements or canvassing will render an applicant liable to disqualification.**The personal data supplied by you on this application form will be stored on computer and will be used only for the purposes registered under the Data Protection Act.**All information provided in this application is, to the best of my knowledge true and correct. All documents attached are solely my own work. I understand that should any of the particulars furnished in this application be found to be false or inaccurate, action may be taken to withdraw any offer of employment.** |
| Signature of Applicant: |  | Date: |  |

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| SECTION 7 - EQUAL OPPORTUNITIES SECTION  |

**Salesian Agricultural College is an Equal Opportunities Employer.**

It is the policy of this organisation to actively encourage applications from all sections of the community. The necessary arrangements will be made at interview to accommodate the needs of all candidates. In addition, this form can be requested in different formats.

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| **Questions to be completed by all applicants.** |   |
| Do you have any special need that we can accommodate at interview or in the workplace? | Provide details: |

Please complete this section and submit with your application, or alternatively, tear off/detach from the main form and return by separate cover to the Equality Officer, Salesian Agricultural College, Pallaskenry, Co. Limerick stating the position you have applied for. This information is treated with the strictest of confidence and will not be made available to interview board members.