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| DPP Logo (IRISH FIRST) |
| ***APPLICATION FORM***  **CLERICAL OFFICER (LEGAL AND CORPORATE SUPPORT) COMPETITION 2024** |
| Completed Competency Assessment form should be submitted with your CV **BY EMAIL** to:  [Recruitment@dppireland.ie](mailto:Recruitment@dppireland.ie)   |  | | --- | | **FIRST NAME** | |  |  |  | | --- | | **SURNAME** | |  |   Please see Information Booklet for closing date and time.  **E**  **: FIRST NAME: SURNAME** |

**You must ensure that all sections of this application form are completed in full – please ensure to add your name to the header of this document**

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| **E MAIL:** |
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| **TELEPHONE:** |
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**Competencies**

Using the space below, with reference to each of the competency criteria set out in the competition notice, please highlight using examples specific relevant knowledge, experience, skill or achievement or aptitude, which clearly demonstrates your suitability to meet challenges of a Clerical Officer in the Office of the Director of Public Prosecutions. It is recommended that candidates fully utilise the 400-word count to help demonstrate that they meet criteria for each competency.

Candidates should refer to both the role & responsibilities (page 4 - 6) and the competency descriptors listed in Appendix 2 (page 20 - 21) of the Information Booklet when drafting their competency answers.

Candidates should structure their competency answers as follows:

* Briefly explain the nature of the task, project or objective of the piece of work that you are using to outline your relevant experience in the particular competency.
* Detail what you actually did and how you demonstrated the relevant knowledge and/ or skills. Be clear about what your contribution was and what actions you took.
* Summarise the outcome, impact or result of the work that you did.

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| **Teamwork (Max. 400 words)** |
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| **Information Management and Processing (Max. 400 words)** |
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| **Delivery of Results (Max. 400 words)** |
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| **Customer Service & Communication Skills (Max. 400 words)** |
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| **Specialist Knowledge, Expertise and Self Development (Max. 400 words)** |
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**Statement of Interest in support of your application: (Max. 500 words)**

Please provide additional information **NOT ALREADY** referenced in your application which you

consider relevant in support of your application.

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| Please type over this and the box will expand as required. |

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| **I hereby declare that I fulfil all the requirements set out in the Competition Notice**  **to fill a position at Clerical Officer level in the Office of the Director of Public**  **Prosecutions and that all the information given in this form is correct.** |
| **Name: Date:** |