

## Candidate Application form Information Leaflet

# How to Complete the Employment Application Form

This leaflet provides practical tips to help you complete the Employment Application Form clearly and accurately. Taking time to prepare your information in advance will help you submit a strong, complete application and avoid delays.

## Before you start

- Read the recruitment pack and role profile carefully and note any essential requirements.
- Have key details ready: PPSN/work eligibility evidence (if applicable), contact details, Eircode(s), qualification dates, and employment dates.
- Prepare your cover letter and competency examples in a separate document first, then paste them into the form.
- Identify two referees in advance and confirm they are happy to be contacted (one should be your current/most recent employer).
- Check word limits: Cover Letter (max 400 words) and Competency sections (max 300 words per competency).
- Allow time to proofread and save a final copy (keep your own copy for reference).

## Section-by-section tips

### Position Applied for / Location / Date of application

- Use the exact job title from the advertisement and include any reference number if provided.
- State the location clearly (e.g., Dublin, regional office, or remote/hybrid if stated in the advert).
- Enter the correct date you are completing/submitting the form.

### 1. Personal Details

- Use your full legal name as it appears on official documents.
- Provide a complete correspondence address including Eircode to avoid delays in contacting you.
- Use an email address you check regularly and ensure it is typed correctly.
- Provide a phone number with the correct country code if applicable.
- Eligibility to work in the Republic of Ireland: tick the correct box. If you may need a permit/visa, be prepared to discuss this later in the process.

## 2. Cover Letter (maximum 400 words)

- Write your cover letter in a separate document first to check word count and spelling.
- Keep it focused: why you want the role, how you meet the requirements, and what you would bring to the organisation.
- Use 2–4 short paragraphs and include 1–2 specific examples (results, achievements, or responsibilities relevant to the role).
- Mirror key words from the role profile (without copying) to show alignment with the role.
- Stay within 400 words—going over the limit may disadvantage your application.

## 3. Educational Qualifications

- List qualifications from most recent to oldest (or most relevant first if space is limited).
- Include the full title of the award (e.g., “BA (Hons) Social Care”, “QQI Level 6 Certificate...”).
- Provide the institution name and dates attended (month/year is fine if you don’t have exact dates).
- Summarise results clearly (grade/classification) and include key subjects only where relevant.
- If you are awaiting results, note “Pending” with the expected date.

## 4. Professional Qualifications and Memberships (if any)

- Include any relevant professional qualifications, licences, or memberships (e.g., professional bodies, registrations).
- State the membership/registration number and expiry/renewal date if applicable.
- If you have none, write “N/A” rather than leaving the section blank.

## 5. Information Technology Skills & Learning (last 3 years)

- Tick the level that best reflects your current ability—be honest and consistent with your work history.
- If you select “Qualification obtained”, briefly name the qualification or course (e.g., “ECDL”, “Excel Intermediate”, “Microsoft 365 Fundamentals”).
- For “Database/Electronic Case Management System”, name the software you have used (e.g., CRM, case management platforms) and your level of experience.
- In the learning section, include relevant training, seminars, committees, representative roles, and professional development completed in the last 3 years.
- Use short entries: course/event name, provider, date, and 1 line on what you learned or how you applied it.

## 6. Employment History

- Start with your current/most recent role and work backwards.
- Use consistent date formats (e.g., MM/YYYY) and ensure there are no unexplained gaps—briefly account for career breaks, study, or caregiving if relevant.
- For “Brief description of duties”, use 3–6 bullet-style sentences focusing on responsibilities relevant to the role you are applying for.
- Include your hours of work (full-time/part-time) as requested.
- Reasons for leaving should be professional and factual (e.g., “End of contract”, “Career progression”, “Relocation”).
- If you need more space, continue on a separate sheet and clearly label it with your name and the section number.

## 7. Competencies and Key Achievements (max 300 words per competency)

- Complete **every** competency area listed—missing sections may make your application incomplete.
- Use the STAR approach to keep examples clear: **S**ituation, **T**ask, **A**ction, **R**esult.
- Focus on what **you** did and the outcome (use numbers where possible: time saved, cases supported, feedback received, improved processes).
- Stay within 300 words per competency—tight, specific examples are stronger than general statements.
- Use short paragraphs or bullet points for readability.
- In “Additional Information”, only add details that strengthen your fit for the role and are not already covered elsewhere.

## 8. References

- Provide two referees who have agreed to act as references; one must be from your current/most recent employer.
- Include full names, job titles, organisation, and up-to-date telephone and email details.
- If you require notification before referees are contacted, tick “Yes”.
- Ensure your referees know the role you are applying for so they can provide relevant examples.

## 9–12. GDPR, Disclosures, Conflicts of Interest & Declaration

- Read the GDPR statement so you understand how your information will be used and stored.
- Answer disclosure and conflicts-of-interest questions truthfully. If you answer “Yes”, provide a short, factual explanation in the space provided.
- Do not leave these sections blank—use “N/A” where a written answer is not required but no details apply.
- Before signing the declaration, re-check that all details are accurate and complete.

## Final checks before you submit

- All sections completed (including every competency) and word limits respected.
- Spelling, grammar, and formatting checked (especially email addresses and phone numbers).
- All tick boxes completed where required.
- Dates are consistent across education and employment history.
- Referee details are complete and you have indicated consent/notification preference.
- File saved with a clear name (e.g., *Surname\_Firstname\_RoleName\_ApplicationForm*).
- Email the form as an attachment to the address stated in the Application Procedure and use the role name in the subject line.

## Common mistakes to avoid

- Leaving blank sections (use “N/A” where appropriate).
- Exceeding word limits in the cover letter or competencies.
- Copying and pasting without reformatting (text becoming hard to read).
- Missing employment dates or leaving unexplained gaps.
- Providing referees who have not agreed to be contacted, or missing contact details.