**APPLICATION FOR THE POST OF**

**Technical Executive, Audit & Investigations**

**Temporary - 12 month career break cover**

**Please note:**

* The Application Form must be **TYPED.** Handwritten forms will not be accepted.
* All questions must be answered. Do not change the question numbers or sequence.
* Boxes may be expanded as required – please comply with maximum word count requirements.
* Please read the job specification (see Candidate Information Booklet) which provides relevant information about the requirements of this post.
* Letters of application and CVs will not be considered

**ON COMPLETING THE APPLICATION FORM, PLEASE COMPLETE THE FOLLOWING ESSENTIAL STEPS:**

1.Please ensure that you are able to access [FSAI Careers Page](https://www.fsai.ie/about/work-with-us/careers) This should be tested in advance and should not be left until the last minute.

2. The system will automatically close once the deadline for applications has passed. Any applications not submitted by this time cannot be accepted. You should therefore allow adequate time to upload your application form.

3. Application forms must be submitted in PDF format.

4. You will receive an automated acknowledgement once your application has been submitted successfully. If you do not receive this acknowledgement within 24 hours, contact [recruitment@fsai.ie](mailto:recruitment@fsai.ie).

**CLOSING DATE FOR RECEIPT OF COMPLETED APPLICATION FORMS IS:**

**Midnight, Monday, 25 November 2024**

* Late or incomplete applications will not be considered
* Canvassing will disqualify
* FSAI is an equal opportunities employer. Recruitment to posts within FSAI is on the basis of merit as assessed at interview

**APPLICATION FORM**

**Section 1 - PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name:** | | **Surname:** | |
|  | |  | |
| **Home Address:** | | **Correspondence Address: *(if different)*** | |
|  | |  | |
| **Home Phone Number:** | **Mobile Phone Number:** | | **Eircode:** |
|  |  | |  |
| **Email address:** *(this is the primary method of communication)* | | | |
|  | | | |

**Section 2 - EDUCATIONAL QUALIFICATIONS**

List each qualification and year attained. **Start with most recent** **qualification.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2.1 Please give details of your third level education:** | | | | |
| **Year of Award** | **Title**  **e.g. BSc / MSc etc.** | **Subject** | **Award**  **Pass / Honours** | **University / Examining Body** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Note: All qualifications deemed essential for this role will be verified through the submission of relevant awards.**

|  |  |  |
| --- | --- | --- |
| * 1. **Other Skills Training/Courses relevant to this Post:** | | |
| **Year attended** | **Title of Skills Training/Courses** | **Training Body** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Section 3 - FORMAL/NON-FORMAL LEARNING**

|  |
| --- |
| This may include IT upskilling, involvement in committees/sub-committees,  attendance at Seminars, representative role(s) and other professional development |
|  |

**Section 4 - CAREER HISTORY**

**Starting with your current role**, please give details of posts held along with related responsibilities.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of (current) employer:** | | **Address of current employer:** | |
|  | |  | |
|  | |  | |
| **Job Title:** | **Start Date in current role:** | | **How much notice do you need to give your current employer?** |
|  |  | |  |
| **Summary of duties and level of responsibility in current/most recent position:** | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of employer:** | | **Address of employer:** | |
|  | |  | |
|  | |  | |
| **Job Title:** | **Start Date:** | | **End Date:** |
|  |  | |  |
| **Summary of duties and level of responsibility in position:** | | | |
|  | | | |
| **Name of employer:** | | **Address of employer:** | |
|  | |  | |
|  | |  | |
| **Job Title:** | **Start Date:** | | **End Date:** |
|  |  | |  |
| **Summary of duties and level of responsibility in position:** | | | |
|  | | | |
| **Name of employer:** | | **Address of employer:** | |
|  | |  | |
|  | |  | |
| **Job Title:** | **Start Date:** | | **End Date:** |
|  |  | |  |
| **Summary of duties and level of responsibility in position:** | | | |
|  | | | |
| **Name of employer:** | | **Address of employer:** | |
|  | |  | |
|  | |  | |
| **Job Title:** | **Start Date:** | | **End Date:** |
|  |  | |  |
| **Summary of duties and level of responsibility in position:** | | | |
|  | | | |

**Section 5 – STATEMENT OF SUITABILITY**

|  |
| --- |
| Please outline how you meet the essential requirements as set out in the Candidate Information Booklet (maximum of 300 words) |
|  |

**Section 6 – COMPETENCIES**

For each competency, briefly set out what you consider to be a good example of how you demonstrated key strengths and skills in these areas. Your example should include a brief description of the nature of the task/problem, your specific involvement, and the outcome (maximum of 300 words per competency).

**Team Leadership (Maximum 300 words)**

* Works with the team to facilitate high performance, developing clear and realistic objectives and addressing and performance issues if they arise
* Provides clear information and advice as to what is required of the team
* Strives to develop and implement new ways of working effectively to meet objectives
* Leads the team by example, coaching and supporting individuals as required
* Places high importance on staff development, training and maximising skills and capacity of team
* Is flexible and willing to adapt, positively contributing to the implementation of change

|  |
| --- |
|  |

**Judgment, Analysis and Decision Making** **(Maximum 300 words)**

* Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors.
* Takes account of any broader issues, agendas, sensitivities and related implications when making decisions.
* Uses previous knowledge and experience in order to guide decisions.
* Uses judgement to make sound decisions with a well reasoned rationale and stands by these
* Puts forward solutions to address problems.

|  |
| --- |
|  |

**Management and Delivery of Results** **(Maximum 300 words)**

* Takes responsibility and is accountable for the delivery of agreed objectives
* Successfully manages a range of different projects and work activities at the same time
* Structures and organises their own and others work effectively
* Is logical and pragmatic in approach, delivering the best possible results with the resources available
* Delegates work effectively, providing clear information and evidence as to what is required
* Proactively identifies areas for improvement and develops practical suggestions for their implementation
* Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively
* Applies appropriate systems/ processes to enable quality checking of all activities and outputs
* Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers

|  |
| --- |
|  |

**Interpersonal and Communication Skills (Maximum 300 words)**

* Builds and maintains contact with colleagues and other stakeholders to assist in performing role
* Acts as an effective link between staff and senior management
* Encourages open and constructive discussions around work issues
* Project’s conviction, gaining buy-in by outlining relevant information and selling the benefits
* Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances
* Presents information clearly, concisely and confidently when speaking and in writing
* Collaborates and supports colleagues to achieve organisational goals

|  |
| --- |
|  |

**Specialist Knowledge, Expertise and Self Development (Maximum 300 words)**

* Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/ Organisation and effectively communicates this to others
* Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work
* Focuses on self development, striving to improve performance

|  |
| --- |
|  |

### FOOD SAFETY AUTHORITY OF IRELAND

CANDIDATE DECLARATION

I wish to apply for the Technical Executive, Audit & Investigations – Temporary – 12 month career break cover role.

I declare that the information contained in this application form is true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, I could be disqualified from the selection process.

Signature:

Date:

**All parts of the application form must be completed and should be submitted by Midnight, Monday, 25 November 2024** via the [FSAI Careers Page](https://www.fsai.ie/about/work-with-us/careers) .