Recruitment Portal Application Form

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| **1 PERSONAL DETAILS**  (Please use BLOCK LETTERS) | | |
| Title: (Mr, Mrs, Ms, Dr) | Surname: | Forename: |
| Known as: | | |

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| **2 PREVIOUS EMPLOYMENT**  (Please list last three positions held, putting the most recent first) | | | |
| Employer | Position held | Date from | Date to |
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| **3 PERIODS NOT ACCOUNTED FOR**  (Please give details of any gaps in employment of more than two weeks (but not holidays), e.g. registered unemployment) |
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| **4 EDUCATIONAL QUALIFICATIONS** (Please put the most recent first) | | | | |
| Qualification | Academic institution | Major subject | Dates of study | Year conferred |
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| **5 COMPUTING SKILLS**  (Please list the software packages that you are familiar with and indicate your level of competence)  **Competency scale:**   1. Exposed to and used on a limited basis 2. Average 3. Proficient 4. Highly experienced |
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| **6 DRIVING LICENCE**  (Only required for roles involving travel. This will be stated on the relevant role profile.) |
| Do you have a full valid driving licence? Yes  No |

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| **7 PROFESSIONAL MEMBERSHIPS/ASSOCIATIONS**  (Please list all relevant memberships you currently hold) |
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| **For Medical Officer posts only:**  Are you registered with the Medical Council in Ireland? Yes  No  F**or Veterinary Assessor posts only:**  Are you registered with the Veterinary Council in Ireland? Yes  No |

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| **8 REFEREE INFORMATION** | | | |
| Name | Organisation and position held | Relationship to you | Contact details |
|  |  |  | Phone    Email |
|  |  |  | Phone    Email |
|  |  |  | Phone    Email |
| Do you require notification before your referees are contacted? Yes  No | | | |

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| **9 SUPPORTING STATEMENT**  (In this section please outline the reasons you are applying for this post. Please refer to the criteria set out in the ‘qualifications and experience’ section of the role profile and outline how you specifically meet each of the essential criteria, and additional criteria if relevant, by providing at least one example for each.) |

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| Please read the information relating to the post you are applying for when completing this application and ensure you have checked your application for grammar and spelling. For details on how your personal data is processed by the HPRA, please see our recruitment privacy notice [here](http://www.hpra.ie/homepage/about-us/recruitment).  Please submit this application form via the [HPRA Recruitment Portal](https://recruit.hpra.ie/). |