

Application Form

POST:	Financial Specialist, Professional Accountant Grade II	REFERENCE NUMBER:	MHCEX23
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Candidates must clearly outline on their application forms how their qualifications and experience meet each competency to ensure equality of opportunity for all applicants:

- Application forms should be completed in no smaller than size 10 font.
- Applications should only be submitted by email to MHC@osborne.ie with the subject line titled 'MHCEX23'.
- If you have a disability and this precludes you from completing this application form and/or submitting it by the closing date, please contact HR at MHC@osborne.ie for alternative arrangements and/or reasonable adjustments.
- Please read the person specification (see candidate information booklet) which provides useful information about the requirements of this post.
- Responses in excess of the 200-word limit, late or incomplete applications will not be considered.
- In order to be considered for this post, candidates must submit this completed application form before **5pm on 28 November 2022**.

1. PERSONAL DETAILS	
Applicant Name	
Postal Address	
Phone Number	
Email	

2. EMPLOYMENT HISTORY (most recent first)			
Employer Name			
Employer Address			
Position			
Start Date (Day, Month and Year)		End Date (Day, Month and Year)	
Brief Summary of Role (Max 200 words – please note only the first 200 words will be considered as part of the application)			
Reason for Leaving			

2. EMPLOYMENT HISTORY (most recent first)

Employer Name			
Employer Address			
Position			
Start Date (Day, Month and Year)		End Date (Day, Month and Year)	
Brief Summary of Role (Max 200 words – please note only the first 200 words will be considered as part of the application)			
Reason for Leaving			

Employer Name			
Employer Address			
Position			
Start Date (Day, Month and Year)		End Date (Day, Month and Year)	
Brief Summary of Role (Max 200 words – please note only the first 200 words will be considered as part of the application)			
Reason for Leaving			

3. EDUCATIONAL QUALIFICATIONS & TRAINING (Most recent first)

Qualifications / Award	Institution	Year

4. MEMBERSHIP OF PROFESSIONAL BODIES (If Applicable)

Professional Body	Level of Membership and Membership Number

5. EVIDENCE OF EXPERIENCE

Specific examples should be used to demonstrate this experience.
 (Max 200 words – please note only the first 200 words will be considered as part of the application)

1. Specialist Knowledge, Expertise and Self-Development

Using specific information, please give an example of how you feel your experience is relevant to this role.
 (Max 200 words)

<i>Office Use Only</i>	0	1	2	3	4

2. Management and Delivery of Results

Using a specific example, please outline your experience in delivering a project, result, or outcome relevant to this role. (Max 200 words)

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3. Analysis and Decision Making

Using a specific example, please describe a piece of complex analysis you conducted and what factors you considered when making your decision. (Max 200 words)

Office Use Only 0 1 2 3 4

4. Interpersonal and Communication Skills

Using a specific example, please outline your experience of using negotiation and influencing skills when applied to stakeholders. (Max 200 words)

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6. GENERAL INFORMATION

Meets the Right to Work criteria as detailed in the Candidate Information Booklet	Yes: _____	No: _____
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7. DECLARATION

By submitting this completed form for the role of Financial Specialist, you are confirming that all information provided in this application is true and correct and that you have read the conditions of appointment outlined in the Candidate Information Booklet for this post. Please be aware that should any of the information provided in this application be found to be false, misleading or inaccurate in any material way, the Mental Health Commission reserves the right to withdraw any offer of employment made to you or, if you have already commenced employment when this is discovered, to terminate your employment.

Signature	
Name	
Date of Submission	