

APPLICATION FORM

**HBS07380 Assistant Psychologist**

**National Supplementary Recruitment Campaign**

**Please carefully note the following instructions:**

* Please ensure you download, read and fully understand the ‘Additional Campaign Information’ document specific to this campaign that is available on <http://www.hse.ie/eng/staff/jobs/job_search/>Patient\_and\_Client\_Care/
* Please read the Job Specification which provides useful information about the requirements of this role.

# Please ensure you read in full the instructions for the completion of this Application Form and complete all areas, including the competency questions section, in full. Failure to complete all areas of the Application Form and provide the required supporting documentation will result in you not being brought forward to the interview stage of the selection process.

* Candidates should note that there can be a time delay in receiving email applications. We recommend that applicants wishing to return an application by email should allow a minimum of 1 hour for their application to reach [applysupport@hse.ie](mailto:applysupport@hse.ie) by 12.00 noon onthe closing date of Friday 25 January 2019**.** Applications will not be accepted after this date and time, no exceptions will be made.
* It is preferable that Application Forms are typed.
* Where returning by email please use the subject line: HBS07380 Assistant Psychologist
* Applications must be submitted as a Microsoft Word or PDF document format only. Applications stored on personal online storage sites, e.g. Onedrive, Cloud, Dropbox, Google Drive etc will not be accepted. Applications submitted in other file formats e.g. Google Docs will not be accepted. Please pay particular attention to ensure that your application is attached as an attachment (not a link to an online storage site e.g. Google Drive) when emailing your application.
* In relation to details of employment, if the space provided is insufficient, please attach additional pages ensuring to use the same format.
* Should you be invited for interview, you may take a 'hard' copy (i.e. paper copy) of your Application Form with you. Mobile devices are not permitted for use during your interview.
* The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Codes of Practice are available on the CPSA website [www.cpsa.ie](http://www.cpsa.ie/). Further information is also available in the Additional Campaign Information document.
* The Health Service Executive is an Equal Opportunities Employer.
* The Health Service Executive recognises its responsibilities under the Data Protection Acts 1988 to 2018 and the Freedom of Information Act 2014.

|  |  |
| --- | --- |
| **Closing Date & Time** | *12 noon on Friday 25 January 2019* |
| **Return Application Forms To** | [Applysupport@hse.ie](mailto:Applysupport@hse.ie), using the subject line HBS07380 Assistant Psychologist  Alternatively, postal application to Yvonne O’Rourke at HBS Recruit, Health Business Services, HSE, Aras Slainte Chluainin, Manorhamilton, Co. Leitrim |
| **Anticipated Interview Date(s)** | Week commencing Monday 25 March 2019, centrally in Galway |

**Applicant Details:**

|  |  |
| --- | --- |
| Position Applied for: | Assistant Psychologist |
| Position Reference No.: | HBS07380 |
|  |  |  |  |
| Candidate Reference No *(office use only)* | HBS07380- |
|  |  |  |  |
| First Name : |  |
|  |  |  |  |
| Last Name: |  |
|  |  |  |  |
| Postal address for correspondence: |  |
|  |
|  |

|  |  |
| --- | --- |
| Mobile Telephone Number *(mandatory)*: |  |
|  |  |  |  |
| Contact Tel No. 2: |  |
|  |  |
| E-mail Address *(mandatory)*:  *(You may provide more than one)* |  |
|  |  |
| Drivers Licence *(please state type & category):* |  |
|  |  |

**European Economic Area (EEA):**

Are you an EEA (European Economic Area) National? Yes  No

If you are a non-EEA citizen you must provide the requested documentation to support your application. Please see Appendix 2 of the ‘Additional Campaign Information’ document for further information and for a definition of an EEA National.

**Skype Interview Request:**

If you reside overseas do you require a Skype interview? Yes  / No

If yes please provide your Skype ID

I have attached the required Skype documentation as per “Appendix 6” of “Additional Campaign Information” document. Yes  / No

Important Note: Please note, that due to limited resources, we cannot guarantee that all requests for SKYPE interview will be met. We will prioritise applicants who would otherwise have to undergo an inordinately long journey as well as prohibitive costs to attend an interview in person.For further information on SKYPE interview requests and a list of the required documents, please see “Appendix 6” of “Additional Campaign Information” document.

**Advert:**

To help us gauge the efficiency of our advertising strategy for this campaign, the HSE would appreciate it if you indicated in the table below where you saw this campaign advertised.

|  |  |
| --- | --- |
| HSE website – [www.hse.ie](http://www.hse.ie/) |  |
| College / University |  |
| Word of mouth - my manager / colleague |  |
| Notification from HSE Talent Pool |  |
| Other, please say which |  |

*++ More than one indication is allowed.*

1. **Superannuation Schemes**

Please indicate in the table below if you are currently in receipt of a Voluntary Early Retirement or Ill Health Early Retirement Pension from any of the Public Health Superannuation Schemes or any other Public Sector Superannuation Scheme listed at 1-5 below.

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **Yes** | **No** |
|  | Local Government Superannuation Scheme (LGSS) |  |  |
|  | Health Service Executive Employee Superannuation Scheme |  |  |
|  | Voluntary Hospital’s Superannuation Scheme (VHSS) |  |  |
|  | Nominated Health Agencies Superannuation Scheme (NHASS) |  |  |
|  | Other Public Service Superannuation Scheme  If yes, please provide further details:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

If you have answered ‘yes’ in relation to being in receipt of a Voluntary Early Retirement or Ill Health Early Retirement pension from any of the above Superannuation Schemes please refer to Appendix 4 in ‘Additional Campaign Information’ for further details.

1. **Current Contractual Status**

* I am currently a HSE employee\* Yes  No

Please tick the HSE Area in which you work

|  |  |  |  |
| --- | --- | --- | --- |
| Dublin Mid Leinster |  | South |  |
| Dublin North East |  | West |  |

If you answered Yes to the above question, please choose the option below which best matches your current contractual status:

* I have a permanent contract

or

* I have a temporary contract

1. **Proficiency in Irish**

Candidates will be afforded the added opportunity to demonstrate their ability to perform the duties of the office through Irish. This assessment will be on a pass/fail basis and will not disturb the marks awarded in the selection process. Where vacancies arise for which proficiency in Irish is a management requirement, the HSE will offer such posts in order of merit to candidates who have successfully passed the Irish assessment. Please indicate if you wish to undertake an Irish assessment exam.

Yes  / No

### Geographic Area Choice

It is the intention of HBS Recruit to form panels in order of merit and that geographical choice will *not* play a part in panel formation. However, in the unlikely event that there is an overwhelming volume of eligible applicants we may be required to call applicants forward to the next stage of the process by geographic preference.

You should make your choice based on where you would most like to work. Please choose **a single** geographic area from the choices listed below.

|  |  |  |  |
| --- | --- | --- | --- |
| Please **tick a single geographic area** in which you would most like to work: | | | |
| Carlow/Kilkenny |  | Dublin South West |  |
| Tipperary South |  | Kildare/West Wicklow |  |
| Cavan/Monaghan |  | Galway |  |
| Cork North |  | Roscommon |  |
| Cork North Lee |  | Kerry |  |
| Cork South Lee |  | Louth |  |
| Cork West |  | Meath |  |
| Donegal |  | Mayo |  |
| Dublin North Central |  | Clare |  |
| Dublin North |  | Limerick |  |
| Dublin North West |  | Tipperary North / Limerick East |  |
| Dublin South City |  | Laois/Offaly |  |
| Dublin West |  | Longford/Westmeath |  |
| Dublin South |  | Sligo/Leitrim |  |
| Dublin South East |  | Waterford |  |
| Wicklow |  | Wexford |  |

### Qualifications & Eligibility Criteria

Please indicate below how your qualification(s) meets the eligibility criteria for the role of Assistant Psychologist. Please note that if you omit information in this section pertinent to the eligibility criteria you may be deemed ineligible and subsequently not called forward to interview. Full details on eligibility criteria are available in the job specification and in Appendix 1 of the Additional Campaign Information.

* The Psychological Society of Ireland provide a listing on their accredited courses on their website at: <https://www.psychologicalsociety.ie/accreditation/PSI-Accredited-Undergraduate-Courses-3>
* The British Psychological Society provide a listing of their accredited courses at: <http://beta.bps.org.uk/public/become-psychologist/accredited-courses?type=UG>

Please take special care in completing this section i.e. in detailing correct course title(s), course duration and award(s) received, eligibility will be decided based on the information provided in this section and the submitted copy of your award. Any errors or omissions may not be rectified after the closing date and time for receipt of applications.

**Important Note: You must submit a copy of your qualification(s) or final year exam results in line with the category you are applying under along with your completed application form on/prior to the closing date and time for this campaign i.e. Friday 25 January 2019 at 12 noon.** Failure to provide the required documentation along with your application form by the closing date and time for this campaign, will result in you not being considered any further in this recruitment process.

Please indicate below the eligibility category under which you qualify to apply for Assistant Psychologist by completing category 1, 2, 3 or 4 below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Category 1: (i) Psychological Society of Ireland Accredited Qualification** | | | |
| Please provide details of your Psychological Society of Ireland (PSI) accredited qualification at not less than a Level 8 at 2.1 honours grade on the QQI qualifications framework in which psychology was a major subject. | | | |
| College / Educational Institution | Course Title / Name of Degree | Date of Award (dd/mm/year) | Grade Achieved |
|  |  |  |  |
| *Please remember you must submit a copy of your degree (or final year exam results) with your completed application* | | | |

**OR**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category 2: (ii) Psychological Society of Ireland Accredited Conversion Qualification** | | | |
| Please provide details of your Level 8 honours degree in another subject (2.1 or higher) **and** details of your accredited conversion qualification at a minimum of (2.1) as conferring eligibility for graduate membership of the Psychological Society of Ireland (PSI). | | | |
| 1. **Level 8 Qualification** | | | |
| College / Educational Institution | Course Title | Date of Award (dd/mm/year) | Grade Achieved |
|  |  |  |  |
| 1. **Accredited Conversion Qualification** | | | |
| College / Educational Institution | Course Title | Date of Award (dd/mm/year) | Grade Achieved |
|  |  |  |  |
| *Please remember you must submit copies of both of your qualifications (or final year exam results) with your completed application* | | | |

**OR**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category 3: (iii) Equivalent qualification accredited by the British Psychological Society** | | | |
| Please provide details of your qualification equivalent to those outlined in category (i) or (ii) accredited by the British Psychological Society for graduate membership of the British Psychological Society. | | | |
| **Qualification** | | | |
| College / Educational Institution | Course Title | Date of Award (dd/mm/year) | Grade Achieved |
|  |  |  |  |
| **Accredited Conversion Qualification (if applicable)** | | | |
| College / Educational Institution | Course Title | Date of Award (dd/mm/year) | Grade Achieved |
|  |  |  |  |
| *Please remember you must submit copies of your qualifications (or final year exam results) with your completed application* | | | |

**OR**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category 4: (iv) Equivalent Qualification** | | | |
| Please provide details of your qualification equivalent to either (i) or (ii) which would allow you to become a graduate member of the Psychological Society of Ireland (PSI). | | | |
| **Qualification** | | | |
| College / Educational Institution | Course Title | Date of Award (dd/mm/year) | Grade Achieved |
|  |  |  |  |
| **Accredited Conversion Qualification (if applicable)** | | | |
| College / Educational Institution | Course Title | Date of Award (dd/mm/year) | Grade Achieved |
|  |  |  |  |
| *Please remember you must submit copies of your qualifications (or final year exam results)* ***and*** *documentary evidence from the PSI stating that your qualification will allow graduate memberships with your completed application* | | | |

### Educational Achievements

In this section you should include all educational awards you have received from your final secondary school exam onwards, listing your most recent award first:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dates  From MM/YY  To MM/YY | Educational Institution | Conferring  Body | Course of Study | Qualification Achieved | Grades Achieved |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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**Detailed Career History**

In this section you should include all occupations^ you have undertaken since leaving full time education, starting with your current or most recent employment – listing the most recent first.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates  00/00/00 | | Employer | Title of Post | Main Roles and Responsibilities |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

^ Occupations = all jobs (professional practice or other), time spent out of work, career breaks, travelling. In other words in this section you need to account for all time from leaving full time education until the closing date of this campaign.

### Competency Questions

**A guide to completing competency questions is available in Appendix 1 of this application form. It is strongly recommended that you read the guide before completing this section of your application form. All question areas must be completed.**

**In the spaces below, briefly describe what you consider to be a good example of demonstrating your ability in each of the skill areas. A summary definition of each skill area is provided for your information. This is a summary of what we mean by each skill heading. Please provide the information in the format requested at (a), (b), and (c) in Appendix 1. Remember anything you say may be used as part of a shortlisting/ranking exercise and may be discussed in more depth at interview**, **should you be called to one.**

|  |
| --- |
| **1.** **Planning and Organising Skills**  An effective Assistant Psychologist has the ability to plan and organise resources efficiently and effectively within specified timeframes. S/he co-ordinates and schedules activities, managing unexpected scenarios when they arise. S/he is flexible in approach to his / her workload and is open to change.  *In the space below please give an example of a situation where you best demonstrated your ability in this area.* |
|  |

|  |
| --- |
| **2.** **Team Skills**  It is important that Assistant Psychologist can work independently as well as part of a wider healthcare team, building and maintaining relationships and understanding and valuing individuals and their respective professional roles. S/he maintains open communication channels with team members and others as appropriate. S/he reacts constructively to setbacks and is able to both give and receive feedback.  *In the space below please give an example of a situation where you best demonstrated your ability in this area.* |
|  |

|  |
| --- |
| **3. Commitment to Providing a Quality Service**  An effective Assistant Psychologist will demonstrate a commitment to providing a quality service. S/he is innovative and open to change in striving to ensure high standards in service delivery. S/he ensures that all service users are treated with dignity and respect and provided with a quality service. S/he monitors and reviews his/ her own work, and that of the team to ensure its quality and accuracy.  *In the space below please give an example of a situation where you best demonstrated your ability in this area.* |
|  |

|  |
| --- |
| **4. Experience Relevant to the Role**  Please provide below SPECIFIC DETAILS from your experience that you feel help you meet the skills and competencies required for this role as outlined in the job specification. Please note that the information supplied here and on other sections of the application form will be taken into consideration should a short listing exercise for this recruitment campaign occur. |

|  |
| --- |
| **Please outline your experience as relevant to the role.** |

**General Declaration**

It is important that you read this Declaration carefully and then sign it in the space below.

**Part 1:** Obligations Placed on Candidates who participate in The Recruitment Process.

The Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013 makes very specific provisions in relation to the responsibilities placed on candidates who participate in recruitment campaigns and these are detailed in Section 4 of the Code of Practice issued under the Act.

These obligations are as follows:

Any canvassing by or on behalf of candidates shall result in disqualification and exclusion from the recruitment process. Candidates shall not:

* knowingly or recklessly make a false or a misleading application
* knowingly or recklessly provide false information or documentation
* canvass any person with or without inducements
* impersonate a candidate at any stage of the process
* knowingly or maliciously obstruct or interfere with the recruitment process
* knowingly and without lawful authority take any action that could result in the compromising of any test material or of any evaluation of it
* interfere with or compromise the process in any way

Any person who contravenes the above provisions, or who assists another person in contravening the above provisions, shall be guilty of an offence.

It is the policy of the HSE to report any such above contraventions to An Garda Siochana.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment / selection process, then, in accordance with the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.

* where he / she has not been appointed to a post, he / shall be disqualified as a candidate; and
* where he / she has been appointed as a result of that process, he / she shall forfeit that appointment

**Part 2**

**Declaration:** “I declare that to the best of my knowledge and belief there is nothing in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed by virtue of my appointment to this position. I hereby confirm my irrevocable consent to the Health Service Executive to the making of such enquiries, as the Health Service Executive deems necessary in respect of my suitability for the post in respect of which this application is made.

I hereby accept and confirm the entitlement of the Health Service Executive to reject my application or terminate my employment (in the event of a contract of employment having been entered into) if I have omitted to furnish the Health Service Executive with any information relevant to my application or to my continued employment with the Health Service Executive or where I have made any false statement or misrepresentation relevant to this application or my continuing employment with the Health Service Executive.

Furthermore, I hereby declare that all the particulars furnished in connection with this application are true, and that I am aware of the qualifications and particulars for this position. I understand that I may be required to submit documentary evidence in support of any particulars given by me on my Application Form. I understand that any false or misleading information submitted by me will render me liable to automatic disqualification or render me liable to dismissal, if employed.”

Failure to sign application will render it invalid[[1]](#footnote-1).

**Signed:**

*(Name of Applicant)*

**Date:**

### REFERENCES:

Please give three referees (including your current employer). Please ensure that the referees you provide are from a clinical perspective. We retain the right to contact all previous employers.

Do you wish us to contact you prior to contacting your referees? Yes  / No

**1. Name and Job Title of Referee:**

Dates From-To (MM/YY- MM/YY):

Professional Relationship to Candidate:

Postal Address:

Telephone Contact Details: Mobile: Landline:

Email Address:

**2. Name and Job Title of Referee:**

Dates From-To (MM/YY- MM/YY):

Professional Relationship to Candidate:

Postal Address:

Telephone Contact Details: Mobile: Landline:

Email Address:

**3. Name and Job Title of Referee:**

Dates From-To (MM/YY- MM/YY):

Professional Relationship to Candidate:

Postal Address:

Telephone Contact Details: Mobile: Landline:

Email Address:

### APPLICANT CHECKLIST

If all required details / documentation (as below) are not submitted with your application we will be unable to process your application to the next stage of the process i.e. short listing / interview.

|  |  |  |
| --- | --- | --- |
| Mobile Telephone Number  Email Address  Postal Address |  | **Mandatory** |
| That the information you have provided in the Qualifications & Eligibility Criteria section clearly shows how your qualifications/ experience match the requirements. Dates should be clearly indicated i.e. DD/MM/YY, education courses, job titles, college names, qualification titles etc. |  |
| That you have provided a copy (copies) of the relevant qualification (s) with your completed application. |  |
| Competency Questions, each question must be fully completed to ensure that your application is progressed for this recruitment campaign |  |
| If you have requested a SKYPE interview, that you have submitted the required documentation with your application by the closing date and time for receipt of applications. |  |
| Work Permit Documentation (if relevant to non-EEA applicants). Please refer to Appendix 2 of the Additional Campaign information document for details of documentation required. |  |
| Application is submitted by the closing date and time of Friday 25 January 2019 at 12noon and that you have used the campaign reference in the subject line of your email. |  |
| That you have downloaded and saved the Job Specification and Additional Campaign Information for future reference. | | |

If all required details / documentation (as above) are not submitted with your application we will be unable to process your application to the next stage of the process i.e. short listing / interview

**APPENDIX 1 – GUIDE TO COMPLETING COMPETENCY QUESTIONS**

In the Competency Questions section, you are required to describe some of your personal achievements to date that demonstrate certain necessary skills and qualities required for the position. All question areas must be completed. The instructions below will help you to complete your answers and will also be of valuable help for you when preparing for interview.

For each question area, you are given a description of a skill or quality. You are then asked to describe a situation, from your own experience, which you think is the best example of where **you** have demonstrated your ability in this area. It is essential that you describe how **you** demonstrated the skill or quality in question.

The information you present here may be used to help structure your interview, should you be invited to one. It may also form part of a ranking exercise process. This means that a ranking board will ‘rank’ applicants based on information put forward in your Application Form. Interviews may be held on a phased basis, inviting applicants to interview based on the position held in the ranking exercise. A primary panel will be formed of candidates successful in the first phase of interviews. If subsequent interviews are held candidates successful at these interviews will be added to the end of the primary panel and will be listed with a lower order of merit.

Therefore, it is important to compose your replies carefully in this section and to structure your answer so that you give specific information about what **you** have done.

For each example please include the following:

**(a)** **The nature of the task, problem or objective;**

**(b) What you actually did and how you demonstrated the skill or quality (and, where appropriate, the date you demonstrated it);**

**(c) The outcome or result of the situation and your estimate of the proportion of credit you can claim for the outcome.**

Competency questions are designed to help you to present **relevant evidence** in order that decision makers can evaluate how well you ‘fit’ the requirements of a particular role. Relevant evidence is usually drawn from your work experience and the way in which you have accomplished a range of activities. Those involved in screening the applications will be evaluating the information you give against **specific skills** required for effective performance in the role. To do this they need you to give enough detail so that they can tell **what you actually did** and **how you did it.**

The people doing the screening **will not** assume that you demonstrate a skill at the right level just because of your current role, length of experience or educational qualifications. These do not give enough evidence about how you accomplished relevant tasks.

So, if a question is about your approach to decision making, you need to do more than describe your current role and list important decisions you have made. You will need to describe **how** you reached relevant decisions.

**Some guidelines for presenting yourself well:**

* **Give specific examples**: most questions will ask you to describe an example of when you have demonstrated a skill: try to do this concisely but with enough detail so that the reader will be clear about **what you actually did**.This detail might include information about timescales, the number of people involved, budgets etc. It can help to use bullet points to that the sequence of events is clear to the reader.
* **Give a range of examples**: if possible, base your answers on different situations or challenges you faced rather than rely on just one experience. This helps the reader to evaluate how you tackle different challenges and not just your behaviour in a ‘one off’ situation.
* **Be concrete rather than theoretical:** a clear description of **how you actually behaved** in a particular situation (and why) is of much more use to the reader than a vague or general description of what you consider to be desirable attributes.

# *Example*

**Communication Skills:** *The effective x must be able to adapt communication style to particular situations and audiences….. able to produce clear and concise written information….*

***Example 1:***

*I was responsible for producing important management reports and supporting presentations for a range of important and high profile clients. Through my understanding of the clients’ needs and my effective communication skills, I have ensured that the reports that go to the clients are relevant and focused, and are continually improved. The reports I have produced and the presentations I have made were well received by all my clients. As a result of the combination of my analytical thinking and interpersonal and communication skills, my brief has been extended to lead the development of the strategic plan for the organisation.*

This is **not** a good example because:

* It does not give sufficient details of exactly what the person did or how they actually demonstrated their *‘ effective communications skills’;*
* It is not clear where the information requested at (a), (b) and (c) is presented.

***Example 2:***

*(a) The unit I was attached to was responsible for producing a management report and supporting oral presentation for several large clients, some with significant problems and issues to report. In some cases the management report was publicly available and was subject to a great deal of scrutiny. A new style/format of management letter needed to be developed for my clients, as many of the clients were complaining that the letters were too large/long and difficult to read.*

*(b) I was tasked with developing a new style of management letter for the clients. I had to meet stringent quality requirements/criteria whilst addressing the need to reduce its size. Following consultation, mainly over the phone and face-to-face, with the majority of our clients, I realised that a summarised report format with a better visual and more interactive presentation was the answer. I developed a format for a summarised report, reducing the average length from 40 pages to just 10. I achieved this through careful editing of information and increased use of graphs etc. I then developed a more focused presentation to clients and included more graphical displays and incorporated short presentations by colleagues directly involved in producing the work. During the presentations I encouraged clients to ask questions and develop their understanding of the issues at hand.*

*(c )The summarised management report and improved presentations were seen as a success by the clients, who with exception, in responding to an evaluation survey, found the new format/style better than the previous, and all requested that the revised system should be continued. 80% credit*

This is a **better** example because:

* It describes exactly what the person did and how they communicated, i.e. *‘…..consultation, mainly over the phone and face-to face’; ‘developed a format for a summarised report, reducing the average length from 40 pages to just 10’; ‘achieved this through careful editing of the information and increased use of graphs’ and ‘encouraged clients to ask questions’.*
* It is clearer where the information requested at (a), (b) and (c) of the supplementary question section is presented.

***Notes***

* It is important that you **write clearly and concisely.** Your written communication skills will be assessed against what you write on your application form.
* It is highly recommended that you keep a copy of this section of the application form.
* Please do not use the same example to illustrate your answer for more than two skill areas.
* Should you be called to interview, the board may look for **additional examples** of where you demonstrated the skills required for this post. Therefore, you should think of a number of examples of where you demonstrated each of the skills.

**Reminder:**

**Once you have completed Competency Question Areas 1-3, you should progress to Question Area 4 – Experience Relevant to the Role. Please note that all 4 question areas must be completed at the time of application.**

1. If you are submitting your application form via email we will accept the application form unsigned but you will be required to sign the Declaration at interview should you be invited to one. [↑](#footnote-ref-1)