

**Application Form**

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| **Role** | **ACS Bisiness Systems Trainer Specialist** |
| **Grade** | **3** |
| **Personal Details** | Name:  Address:  Preferred contact phone number:  Preferred contact email address: |

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| **EDUCATIONAL OR OTHER QUALIFICATIONS** | | | |
| **Qualifications** | **Year** | **College/Institute** | **Awarded by** |
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| **Summary of Work Experience** | | | |
| **Position** | **Organisation** | **Dates** | **Principle Duties** |
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**KEY RESPONSIBILITY AREAS**

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| **Project**  **Management** | Please describe your experience in the area of the **‘Project Management’** (75 words max.) |
| **Customer Service & Support** | Please describe your experience in the area of the **‘Customer Service & Support’** (75 words max.) |
| **Business Process & Systems Support** | Please describe your experience in the area of the **‘Business Process & Systems Support’** (75 words max.) |
| **People Management** | Please describe your experience in the area of the ‘**People Management**  (75 words max.) |

**RELEVANT SKILLS AND EXPERIENCES**

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| ***In the spaces provided below, briefly describe your skills and experiences in relation to the following critical competencies for the role:*** | |
| **Communication** |  |
| **Team work** |  |
| **Analytical skills** |  |
| **Project Management** |  |
| **Problem solving & decision making** |  |

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| ***Please outline below any further experience required for the role (as outlined in the job description and person specification):*** |
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**Data Protection**

Pobal has a requirement to collect and use data (information) for a variety of purposes in relation to its staff and external candidates who may be applying for jobs. Data protection is the safeguarding of the privacy rights of individuals in relation to the processing of personal data. The *Data Protection Acts, 1998 - 2003* (“*the Acts*”), confer rights on individuals as well as responsibilities on those persons responsible for processing personal data. The Acts are designed to ensure that both manual and electronically held records of a personal or sensitive nature, retained by an organisation are:

* obtained and processed fairly,
* that this is done within a secure environment,
* that they are retained for the purposes specified at the time.

In compliance with the provisions of the Acts, all application forms and personal information furnished to Pobal will be kept only for lawful purposes. Pobal will use the data relating to you, which is collected in this application form, or otherwise, for the purpose for which it has been collected, including processing your application, the performance of obligations or rights under any employment agreement which the company may enter into with you (e.g. payment of salary) and for general administration purposes.

Your personal data shall not be disclosed for any reason incompatible with the purpose for which it is kept. Furthermore, Pobal not only intends to comply with its obligations under the Acts, but also wishes to assure both employees and all other persons about whom it retains personal data, that this data will be processed in compliance with the Acts and will be safeguarded in a secure, confidential and appropriate manner. The data will only be stored whilst relevant and will not be disclosed to any person, unless we are required to do so by law.

All due security measures will be taken by the company to ensure the safeguarding of information as per the terms of the Acts. Under the Acts, you may write to the *Data Protection Co-ordinator* at Pobal, Holbrook House, Holles Street, Dublin 2 and request a copy of the information, which we hold. In the event that any inaccuracies exist, a request may be made to amend or erase same. Pobal however does reserve the right to charge the standard fee payable for any subject access request made in the context of the *Data Protection Acts 1998 - 2003*.