### APPLICATION FORM FOR GRADUATE PROGRAMME 2020

An Post is an Equal Opportunities Employer. All posts commence September 2020. Closing date for applications is 21st February 2020. All applications to be emailed to grad.posts@anpost.ie

1. **POSITION APPLIED FOR:**

|  |  |
| --- | --- |
|  | **Preferred Position 1 & 2** |
| **Job Title:** | 1. | 2. |

**2. PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | **First name(s):** |  |
| **Contact phone no:** |  | **Email address:** |  |
| **Contact address:** |  |

**3. EDUCATION**

|  |  |  |
| --- | --- | --- |
| **Third level Course and College attended**  | **Dates** | **List final year subjects and results;** **or expected**  |
| **College attended:****Course:** |  |  |
| **College attended:****Course:** |  |  |

1. **LEAVING CERTIFICATE RESULTS**

|  |  |  |
| --- | --- | --- |
| **Please list your subjects below** | **Date** | **Result achieved**  |
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|  |  |  |
|  |  |  |
| **Total points achieved** |  |  |

1. **ABOUT YOU**

|  |
| --- |
| **What motivated you to apply for this Graduate programme (100 words or less)** |
|  |

1. **CURRENT AND PREVIOUS EMPLOYMENT**

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| --- | --- | --- |
| **Employer, Address** | **Dates**  | **Position, Key Responsibilities, highlighting achievements**  |
|  |  |  |
|  |  |  |
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**7. COMPETENCIES**

These four competencies are important for graduates in An Post. Please provide examples of how you might have demonstrated these competencies (either in your college environment or elsewhere)

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| --- | --- |
| **Competency** | **Evidence** |
| **Customer and Quality Focus*** The ability to focus on understanding customers’ needs and to respond effectively and efficiently to them (‘customer’ includes both internal and external customers).
* Is determined to offer a quality service to all customers.
* Ensures work carried out is of a high standard.
 |  |
| **Team Work*** Achieves goals through a team effort.
* Works co-operatively with others.
* Takes an active interest in others’ work and provides support where appropriate
 |  |
| Building and Maintaining Relationships* Builds and maintains relationships with a network of people who may be able to assist.
* Recognises the two-way nature of relationships and works to develop mutually beneficial partnerships.
* Interacts with others in a manner that builds respect and fosters trust.
 |  |
| **Problem Solving & Analysis*** Understands a situation, issue, problem by breaking it into smaller pieces, or tracking the implications of a situation in a step-by-step way.
* Identifies the main components of a problem
* Analyses facts, figures or information looking for trends
* Draws appropriate conclusions
 |  |

**8. REFERENCES**

Please provide the name, address and contact number for two persons whom we can contact for references; ideally one reference should be from your previous employer and one reference should be a character referee who **should not** be related to you. Referees will **not** be contacted until the final stages of the selection process.

|  |  |
| --- | --- |
| **Employment Reference** | **Character Reference** |
| **Name, Address, Contact number** | **Name, Relationship, Address, Contact number** |
|  Email: |  Email: |

**9. RIGHT TO WORK**

You must be legally entitled to reside and to work 37.5 hours per week in this state. Are you an Irish Citizen or a citizen of a member state of the European Economic Area (EEA)? (EEA countries are the European Union member states and Norway, Iceland and Liechtenstein)**.** State **YES** or **NO:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Do you need a work permit and/or visa to live or work in Ireland?State **YES** or **NO: .** If you answered “**No**” then complete the following statement in your own words:*I do not need an employment permit or visa to work and live in Ireland because* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

|  |  |
| --- | --- |
| **Signature of Applicant** |  |
| **Date** |  |

**10. HOW DID YOU HEAR OF THIS POSITION?**

(AnPost.ie/careers, An Post Employee, Grad Ireland, College website, Search Engine, Other, please detail)

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**11. DECLARATION**

I declare that the information contained in this form is true and correct without omission. I understand that this form will be placed on file and I accept that any wilful misinformation or omissions in my application or supporting documentation will render me liable for disqualification from this competition and render me liable to subsequent disciplinary action.

I also acknowledge that I am aware that in entering this competition I may be subject to ability test(s) and/or an occupational personality questionnaire which will be used in strict confidence for the sole purpose of providing information to assist in the selection process and that this information will not be used for any other purpose.

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| --- | --- |
| **Signature of Applicant** |  |
| **Date** |  |