**Application Form**

**Role: Executive Officer**

* You can submit your completed application form by clicking "Apply for Job" at <https://www.consciatalent.com/grai>
* Please note that Cover Letters and CVs are not accepted, will not be considered and should not be submitted.
* In order to be considered for this post, candidates must submit this completed application form **before 14th of August 2025, 3pm.**
* Please ensure that your application is submitted promptly and correctly. Conscia is not responsible for applications that are incomplete, incorrect, or not received due to technical issues or delays. To avoid any last-minute problems, we encourage you to apply well before the deadline.
* Candidates must clearly outline on their application forms how their qualifications and experience meet each of the essential and desirable requirements.

# Applicant Details

|  |  |
| --- | --- |
| Applicant Name |  |
| Phone Number  |  |
| Email |  |
| Address |  |

# Employment History

Include most recent first.

|  |  |
| --- | --- |
| Employer Name |  |
| Employer Address |  |
| Position |  |
| Start Date |  |
| End Date |  |
| Brief Summary of role *(Max 200 words – please note only the first 200 words will be considered as part of the application)* |  |

|  |  |
| --- | --- |
| Employer Name |  |
| Employer Address |  |
| Position |  |
| Start Date |  |
| End Date |  |
| Brief Summary of role *(Max 200 words – please note only the first 200 words will be considered as part of the application)* |  |

|  |  |
| --- | --- |
| Employer Name |  |
| Employer Address |  |
| Position |  |
| Start Date |  |
| End Date |  |
| Brief Summary of role *(Max 200 words – please note only the first 200 words will be considered as part of the application)* |  |

|  |  |
| --- | --- |
| Employer Name |  |
| Employer Address |  |
| Position |  |
| Start Date |  |
| End Date |  |
| Brief Summary of role *(Max 200 words – please note only the first 200 words will be considered as part of the application)* |  |

|  |  |
| --- | --- |
| Employer Name |  |
| Employer Address |  |
| Position |  |
| Start Date |  |
| End Date |  |
| Brief Summary of role *(Max 200 words – please note only the first 200 words will be considered as part of the application)* |  |

Educational Qualifications and Training

Most recent first

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Qualification | NFQ Level | Academic Institution | Major Subject | Dates of Study | Grade Obtained | Year Conferred |
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Personal Statement

*Outline below why you wish to be considered for this post and why you believe your skills, experience and values meet the requirements for the position.*

*(Max 500 words – please note only the first 500 words will be considered as part of the application)*

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| ***Personal Statement -*** *Outline below why you wish to be considered for this post and why you believe your skills, experience and values meet the requirements for the position.* |
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# Essential Criteria - Education

Please confirm you have the following;

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| **Essential Educational Criteria*** Level 7 or higher on the National Framework of Qualifications
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Essential Criteria - Evidence of Experience

For each of the criteria, briefly describe what you consider to be a good example of demonstrating your ability in this area.

Please briefly describe specific instances or experiences in your professional career where you have demonstrated the key essential criteria for this position. Include examples that illustrate your skills, knowledge, and abilities relevant to each criterion.

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| **Essential Criteria** *(Max 3*00 *words)** A minimum of 3 years of experience in a relevant field
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| **Essential Criteria** *(Max 3*00 *words)* **Proven ability to use IT systems effectively, including MS Excel, MS Word, MS Outlook, and MS PowerPoint**Please detail a situation where your advanced IT skills, (particularly in MS Excel / PowerPoint / Word) were crucial in managing data or presenting critical information to stakeholders.  |
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| **Essential Criteria** *(Max 3*00 *words)***Demonstrated analytical and problem-solving abilities** Please provide an example of a time when your analytical or problem-solving skills directly influenced the decision-making process or led to a significant improvement in a project’s outcome?  |
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| **Essential Criteria** *(Max 3*00 *words)****Proven communication and interpersonal skills****with a track record of effective collaboration across teams and stakeholders*Please detail how your communication and interpersonal skills helped you in effectively engaging with diverse stakeholders in previous roles.  |
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# Desirable Criteria

*Please provide information on information on how you meet the following desirable criteria for this position:*

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| **Desirable Criteria** *(Max 300 words)** Professional certifications in relevant fields
* Familiarity with public service values and governance principles
* Knowledge of gambling regulations and best practices
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# Membership of Professional Bodies

If applicable

|  |  |
| --- | --- |
| Professional Body | Level of Membership and Membership Number |
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|  |  |
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# General Information

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| The right to work within the European Union (EU) (Yes/No)If you hold a Right to Work Visa, please state what type of Visa you hold: | [ ] Yes [ ] No |

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| **Reasonable Accommodation**Candidates who indicate that they would like to avail of reasonable accommodations will be contacted directly by a member of our HR team, and may be asked to submit a medical report, the purpose of which is to provide information to act as a basis for determining reasonable accommodations where appropriate |
| Please indicate whether you would like to avail of reasonable accommodations by ticking either Yes/No:  | [ ]  Yes [ ]  No |

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| **Irish Language**Candidates who indicate that they are proficient may if called to final interview be required to undergo a test in order to verify their ability to communicate effectively in Irish.  |
| Are you proficient in the Irish language? (Yes/No)  | [ ]  Yes [ ]  No |

Referees

Minimum of two referees required related to your previous employment

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| --- | --- | --- | --- |
| Name | Organisation and Position Held | Relationship to you | Contact Details |
|  |  |  | Email:Phone: |
|  |  |  | Email:Phone:  |
|  |  |  | Email:Phone: |
| Do you require notification before your referees are contacted? (Yes/No): | ☐ Yes ☐ No |

# Application Declaration

All information provided in this application is, to the best of my knowledge, true and correct. By submitting this application, I consent for the Gambling Regulatory Authority of Ireland to use my personal data contained in this application form for recruitment purposes. I understand that should any of the particulars furnished in this application be found to be false or misleading, it may lead to my application being rejected or, if I have already been appointed, to my dismissal. I also authorise the Gambling Regulatory Authority of Ireland to request copies of my academic transcripts and/or verify the authenticity of my qualifications with the academic institutions listed in Education Qualifications above.

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| --- | --- |
| Application submitted Electronically (Yes/No): | [ ]  Yes [ ]  No |
| Signature |  |
| Print Name |  |
| Date of Submission |  |

For further information on how we use your personal data, please see our privacy notice.

***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.***