

**Questions on Application Form for Census Liaison Officer / Census Regional Officer Positions
2021**

(For information purposes only)

Please confirm the position(s) you wish to apply for:

- Census Liaison Officer
- Census Regional Supervisor
- Both positions

Personal Details

Name, address and all other contact details.

Please confirm all statements:

I confirm I have the requisite skills and knowledge for the post(s).

I confirm I am available full-time for the contract term.

I confirm I have full time use of a car and hold a current driving licence.

I confirm I am eligible to apply under one of the following

Citizenship Requirements

Eligible Candidates must:

- (a) Be a national of a European Union Member State **(EU)**, **or**
- (b) Be a national of a European Economic Area State **(EEA)** or the Swiss Confederation; **or**
- (c) Be a Refugee under the Refugee Act 1996; **or**
- (d) Have a period of 365 days* (1 year) continuous reckonable residence in the State immediately before the date of your application for naturalisation and during the 8 years before that, have had a total reckonable residence in the State of 1,460 days* (4 years). Altogether you must have 5 years (5 x 365 days*) reckonable residence out of the last 9 years; **or**
- (e) Have been granted subsidiary protection or be a family member of such a person.

To qualify candidates must be eligible by the date of any job offer.

Employment History

Please give a brief summary of your career history most relevant to the position.

- Name, Address and Eircode of Employer *(max 200 characters)*
- Dates of Employment
- Position held and responsibilities. *(max 1000 characters)*

2nd Employer / 3rd Employer

Additional Notes

Please provide any additional employment information you consider relevant to this position.

(max 500 characters)

Education and other skills

Indicate the highest level of education attained.

- Primary Education
- Junior/Inter Cert.
- Leaving Cert.
- Third Level
- Other

State the name and address of the institution in which you attained your HIGHEST level of education, and the year in which you attained it. *(max 200 characters)*

- Name
- Address
- Year

Give details of any qualification attained, relevant to the positions of Census Liaison Officer or Census Regional Supervisor (If none, write 'None'). *(max 500 characters)*

How would you describe your standard of Irish?

- Excellent
- Good
- Limited
- None

Give details of any previous experience you have of survey work, census work, market research interviewing or other social related work (if none, write 'None'). *(max 1000 characters)*

How would you describe your knowledge/experience in using computers (ECDL, Word, Excel, Payroll, Microsoft Access, etc)?

- Excellent
- Good
- Limited
- None.

Please describe your computer experience. *(max 500 characters)*

Key Strengths and Achievements

In this section we are interested in finding out what you consider to be the key strengths and achievements which make you particularly suited to the role of Census Liaison Officer / Census Regional Supervisor on the 2021 Census of Population.

Please provide examples which demonstrate your skills and experience in each of the following areas;

Personal Effectiveness,

Interpersonal Effectiveness,

Planning and Organisation,

Senior Management.

You are encouraged to draw on your previous work experience to illustrate your particular achievements in these four areas. The information you provide will be used in both short-listing and interviewing stages of the competition. Please describe a key achievement for each of the areas, using examples from your previous work experience. As selection in this competition will be by way of shortlisting followed by interview please provide as comprehensive a reply as possible to the following sections.

Personal Effectiveness

Committed approach to work, evidence of responsibility and accountability for own work unit, together with persistence, determination and commitment to achieving quality results.

(max 1000 characters)

Interpersonal Effectiveness

Proven skills as both a team leader and a player. Ability to motivate others, to set targets and meet tight deadlines. Also proven experience of organising and delivering training programmes. Ability to relate effectively with a diverse range of people and organisations.

(max 1000 characters)

Planning and Organisation

Proven experience in structuring and organising work effectively. Organising resources and people in order to meet objectives within agreed time scales.

(max 1000 characters)

Senior Management

Experience of the link role between senior management and staff. Review work of team regularly and liaise with senior management to report progress. Direct involvement in the recruitment of staff.

(max 1000 characters)

References

Give details below of two persons who will furnish references if required. These should be responsible persons to whom you are well known but not related. One should be your present or last employer (if any), the second should also preferably, but not necessarily, be work related.

Name, Address, Eircode, phone number and Occupation of referee 1. *(max 200 characters)*

Name, Address, Eircode, phone number and Occupation of referee 2. *(max 200 characters)*