



Application Form

SECTION A

Name:

Panel of Adjudicators under the Construction Contracts Act, 2013

Department of Enterprise, Trade & Employment

Please carefully note the following instructions: It is imperative that all sections of this application form are completed in full. Save the entire document (in the format Surname_Firstname - 2020 Application.pdf), noting the file name and its location. Once completed and saved you should send the saved Application Form by email to competition2020.ccas@enterprise.gov.ie

Candidates should note that the information they supply in this application form will play a central part of the short-list process. The boards decision to include you on the short-list of candidates may be determined based on the information you supply at this stage. Anything you write may be discussed in more depth, should you be called to interview.

Start with your most recent qualification then continue to add more qualification records as necessary. You can copy and paste text from any existing documents (Word, Excel, etc) into the fields in this eForm.

Academic, Professional or Technical Qualifications:

Date obtained and Full Title of Degree(s)/ Qualification(s) held	Subject(s) taken in final examination	Grade obtained (e.g. 1, 2.1, 2.2, Pass, etc)	University, College or Examining Authority	Full address at which you resided
DATE: TITLE:				
DATE: TITLE:				
DATE: TITLE:				
DATE: TITLE:				



Application Form

SECTION A

Name:

Give below, in date order (starting with your current employer), full particulars of all employment (including any periods of unemployment) between the date of leaving school or college and the present date. No period between these dates should be unaccounted for. 'Emp. No.:' 1 should be your 1st employment at the bottom of the list, up to the top of the list which should be your current, or most recent, employment.

**** P = Permanent, T = Temporary, A = Acting**

Where the grade status is not given it will be assumed that the post held is a temporary one.

Start with your most recent employment then continue to add more employment records as necessary.

Employment Record:

Emp.No: Title of post held:

Period in Months: From: To:

Post status:** P: T: A:

Description of duties, salary, etc:

Name and address of employer,
contractor, sub contractor:

Reason for leaving this employment:

Address at which you resided
during this period of employment,
self-employment or unemployment:

Emp.No: Title of post held:

Period in Months: From: To:

Post status:** P: T: A:

Description of duties, salary, etc:

Name and address of employer,
contractor, sub contractor:

Reason for leaving this employment:

Address at which you resided
during this period of employment,
self-employment or unemployment:



Application Form

SECTION A

Name:

Employment Record:

Emp.No: Title of post held:

Period in Months: From: To:

Post status:** P: T: A:

Description of duties, salary, etc:

Name and address of employer,
contractor, sub contractor:

Reason for leaving this employment:

Address at which you resided
during this period of employment,
self-employment or unemployment:

Emp.No: Title of post held:

Period in Months: From: To:

Post status:** P: T: A:

Description of duties, salary, etc:

Name and address of employer,
contractor, sub contractor:

Reason for leaving this employment:

Address at which you resided
during this period of employment,
self-employment or unemployment:



Application Form

SECTION A

Name:

Employment Record:

Emp.No: Title of post held:

Period in Months: From: To:

Post status:** P: T: A:

Description of duties, salary, etc:

Name and address of employer,
contractor, sub contractor:

Reason for leaving this employment:

Address at which you resided
during this period of employment,
self-employment or unemployment:

Emp.No: Title of post held:

Period in Months: From: To:

Post status:** P: T: A:

Description of duties, salary, etc:

Name and address of employer,
contractor, sub contractor:

Reason for leaving this employment:

Address at which you resided
during this period of employment,
self-employment or unemployment:



Application Form

SECTION A

Name:

Additional Academic, Professional or Technical Qualifications:

Additional Academic, Professional or Technical, Qualifications not mentioned in earlier Table can be added here.



Application Form

SECTION A

Name:

Additional Employment Record Information:

Additional Employment Record Information not mentioned in earlier Table can be added here.



Application Form

SECTION B

Name:

QUESTIONS

Section 8 of the Construction Contracts Act 2013

Please outline below how you satisfy the requirements set out in section 8 of the Construction Contracts Acts 2013 i.e. are you:

a registered professional as defined in section 2 of the Building Control Act 2007

a chartered member of the Institution of Engineers of Ireland

a barrister

a solicitor

a fellow of the Chartered Institute of Arbitrators, or

a person with a qualification equivalent to any of those specified in (i) to (v) duly obtained in any other Member State of the European Union

Indicate which **one**
of the requirements
chosen by you
represents your
primary Qualification

Experience

Please describe your experience and expertise in dispute resolution procedures in construction contracts to include membership of dispute resolution institutions

Answer



Application Form

SECTION B

Name:

QUESTIONS

Judgement and Decision Making skills

Please demonstrate your ability to gather information, analyse issues and make objective and balanced decisions.

Answer

Please Note:

- All questions must be answered.
- You can copy & paste text from any other document type into the fields on this form.
- *It is recommended that you keep a copy of this form for your own records.*



Application Form

SECTION C

Name:

Post of Chairperson of the Panel of Adjudicators

Are you also interested in being considered for appointment to the post of Chairperson of the Panel of Adjudicators

Yes No

Please describe your experience and expertise in dispute resolution procedures in construction contracts that supports your consideration to the position of Chairperson of the Panel of Adjudicators

Answer

For further information in respect of this post, please refer to the Information Booklet for this Competition.

Describe any previous experience as a Chairperson, Deputy Chairperson or as a member of a Panel/Board involved in dispute determination/resolution

Answer

Demonstrate a knowledge of Alternative Dispute Resolution procedures

Answer

Demonstrate a knowledge of the Construction Sector in Ireland

Answer



Application Form

SECTION D

Name:

Supplementary Information

Please give below any other relevant information in support of your application.

Answer

Notes

Before you return the form to the Department of Enterprise, Trade and Employment please ensure that you have completed all sections of it and that you have signed the declaration below. The onus is on candidates to establish eligibility in this application form.

- Please do not forward any certificates or references with this form.
- Misstatements or canvassing will render an applicant liable to disqualification.
- The personal data supplied by you on this application form will be stored on computer and will be used only for the purposes registered under the Data Protection Acts, 1988 and 2018.

Declaration

I hereby declare that the information given in this form is correct and give my permission for enquiries to be made to establish such matters as age, qualifications, experience and character and for the release by other people or organisations of such information as may be necessary to the Department of Enterprise, Trade and Employment for that purpose. This may include enquiries from past/present employers. The submission of this application is taken as consent to this. I hereby acknowledge that any information supplied by me during the application process may be made available to the employing authority.

Name of Applicant:

Date:

You can save a copy of this form and edit it later. Once you are satisfied that the form is complete, you should save the final version and email the form to the Department of Enterprise, Trade and Employment at competition2020.ccas@enterprise.gov.ie.

Any queries can be made by email to info@enterprise.gov.ie or by phone to 01 631 2763.