Application Form

Membership of the Employment Law Review Group

**Department of Enterprise, Trade and Employment**

**Ministerial Nominees**

**Employment Law Review Group**

**SECTION A**

**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 – 2024 ELRG Application.pdf”), noting the file name and its location. Once completed and saved you should send the saved Application Form by email to** ELRG@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 board’s 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date obtained and Full Title of Degree(s)/ Qualification(s) held**  | **Subject(s) taken in final examination**  | **Grade obtained** | **University, College, or Examining Authority**  |
| DATE:TITLE:  |  |  |  |
| DATE:TITLE:  |  |  |  |
| DATE:TITLE:  |  |  |  |
| DATE:TITLE:  |  |  |  |

**Additional Academic Record Information:**

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

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**SECTION B**

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.

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

|  |  |
| --- | --- |
| Title of post held: |  |
| Name and address of employer: |  |
| Period in Months: | From:To: |
| Post status: | Permanent/Temporary/Acting [**delete as appropriate**] |
| Description of duties, salary, etc:  |  |
| Reason for leaving this employment: |  |

|  |  |
| --- | --- |
| Title of post held: |  |
| Name and address of employer: |  |
| Period in Months: | From:To: |
| Post status: | Permanent/Temporary/Acting [**delete as appropriate**] |
| Description of duties, salary, etc:  |  |
| Reason for leaving this employment: |  |

|  |  |
| --- | --- |
| Title of post held: |  |
| Name and address of employer: |  |
| Period in Months: | From:To: |
| Post status: | Permanent/Temporary/Acting [**delete as appropriate**] |
| Description of duties, salary, etc:  |  |
| Reason for leaving this employment: |  |

|  |  |
| --- | --- |
| Title of post held: |  |
| Name and address of employer: |  |
| Period in Months: | From:To: |
| Post status: | Permanent/Temporary/Acting [**delete as appropriate**] |
| Description of duties, salary, etc:  |  |
| Reason for leaving this employment: |  |

|  |  |
| --- | --- |
| Title of post held: |  |
| Name and address of employer: |  |
| Period in Months: | From:To: |
| Post status: | Permanent/Temporary/Acting [**delete as appropriate**] |
| Description of duties, salary, etc:  |  |
| Reason for leaving this employment: |  |

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

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**SECTION C**

 **Personal Statement:**Please provide personal statements, including your experience and expertise in employment and redundancy law, that demonstrates your suitability for appointment as a member of the Employment Law Review Group, under the following headings:

Leadership and strategic thinking

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Judgement, analytical thinking and decision-making

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Teamwork, building consensus and communication

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Drive, resilience and commitment to public service values

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**SECTION D**

1. **Please indicate in the table below the position on the Employment Law Review Group (ELRG) you are interested in being considered for.**

|  |
| --- |
| **I WISH TO BE CONSIDERED FOR THE POSITION(S) INDICATED BELOW (TICK ALL THAT APPLY)** |
| Chairperson |
| Ordinary Member  |

1. **Describe any previous experience as a Chairperson, Deputy Chairperson or as a member of a Panel/Board.**

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**SECTION E**

**Conflict of Interest:**

Do you have any conflicts of interest or legal impediment which would be likely to interfere with your ability to play a full part on the ELRG?

 **Yes No**

**Meeting attendance
(please note that all in person meetings will take place in Dublin 2 environs):**

Do you confirm that you can make yourself available to attend meetings and, if applicable, to carry out the duties of Chair to the ELRG?

 **Yes No**

**Retention of Data**

Do you consent to your data being retained by the Department of Enterprise, Trade and Employment for a period of up to one year from date of application to be used in considering your suitability for other similar vacancies/roles that may arise within that period? (Please circle)

 **Yes No**

**SECTION F**

**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, 1988-2018.

**Once completed and saved you should send the saved Application Form by email to** ELRG@enterprise.gov.ie

 **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**