**Application Form**

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| POST: | **Head of Mental Health Tribunals** | REFERENCE NUMBER: | **MHCEX08** |

# Candidates must clearly outline on the application form how their qualifications and experience meet each competency to ensure equality of opportunity for all applicants.

* Application forms should be completed in no smaller than size 10 font.
* Applications should only be submitted by email to [**MHC@osborne.ie**](mailto:MHC@osborne.ie) with the subject line titled ‘MHCEX08’.
* If you have a disability and this precludes you from completing this application form and/or submitting it by the closing date, please contact HR at [**MHC@osborne.ie**](mailto:MHC@osborne.ie) for alternative arrangements and/or reasonable adjustments.
* Please read the job description (see candidate information booklet) which provides useful information about the requirements of this post.
* Responses in excess of the 300-word limit, late or incomplete applications will not be considered.
* In order to be considered for this post, candidates must submit this completed application form **by 5.00 pm Thursday, 26 September 2024.**

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| **1. PERSONAL DETAILS** | |
| **Applicant Name** |  |
| **Postal Address** |  |
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| **Phone Number** |  |
| **Email** |  |

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| **2. EMPLOYMENT HISTORY (Most recent first)**  **Please copy and paste the blank fields to include additional employment records as necessary** | | | |
| **Employer Name** |  | | |
| **Employer Address** |  | | |
| **Position** |  | | |
| **Start Date**  (Month and Year) |  | **End Date**  (Month and Year) |  |
| **Brief Summary of Role**  (Max 300 words) |  | | |
| **Reason for Leaving** |  | | |

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| **3. Educational Qualifications & Training (Most recent first)** | | |
| **Qualifications / Award** | **Institution** | **Year** |
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| **4. Membership of Professional Bodies (If Applicable)** | |
| **Professional Body** | **Level of Membership and Membership Number** |
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| **5. Evidence of Experience**  **Specific examples should be used to demonstrate experience.**  **(Max 300 words – please note only the first 300 words will be considered as part of the application)** |
| **1.Leadership**  Outline your experience of leading and maximizing the contribution of a team (Max 300 words) |
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| **2. Management and Delivery of Results**  Outline your experience of leading, managing and delivering on a project on time and to a high standard.  (Max 300 words) |
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| **3. Analysis and Decision Making**  Using an example relevant to this role, please outline your experience in making a decision, including the analysis and evaluation of data used to inform the decision. (Max 300 words) |
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| **4. Interpersonal and Communication Skills**  Outline, by way of example if you so wish, your experience using negotiation and influencing skills when applied to stakeholders internal and external to an organisation (Max 300 words) |
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| **5. Specialist Knowledge, Expertise and Self Development**  Please outline the specialist knowledge you would bring to the role of Head of Mental Health Tribunals at the  Mental Health Commission (Max 300 words) |
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| **6. General Information** | |
| **Meets the Eligibility to Compete criteria as detailed in the Candidate Information Booklet** | **Tick as applicable: Yes: No:** |

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| **7. Declaration** | |
| By submitting this completed form for the role of Head of Mental Health Tribunals, you are confirming that all information provided in this application is true and correct and that you have read and agree the conditions of appointment outlined in the Candidate Information Booklet for this post. Please be aware that should any of the information provided in this application be found to be false, misleading or inaccurate in any material way, the Mental Health Commission reserves the right to withdraw any offer of employment made to you or, if you  have already commenced employment when this is discovered, to terminate your employment. | |
| **Signature** |  |
| **Name** |  |
| **Date of Submission** |  |