



## Application Form - Decision-Making Representative Panel

Please note that applications will be shortlisted based on the information provided in this application form for the decision-making representative panel. The onus is on the applicant to establish eligibility in this application form and to ensure all sections of the form are completed.

### Guidelines for completion of application:

- Applicants should refer to the decision-making representative Panel Member Information Booklet when completing this application form.
- Application forms should be completed no smaller than font size 10.
- Applications must only be submitted via <https://osborne.ie/public-sector/dss-employment-opportunities/>
- If you have a disability that makes it difficult to complete or submit this application form, please email [dss@osborne.ie](mailto:dss@osborne.ie) or phone 041-9865058 for assistance.
- Misstatements or canvassing will render an applicant liable to disqualification.
- If any section is incomplete, we will not be able to process your application.

### Please note the following requirements before completing this form:

- Applicants must be available to attend mandatory online training prior to being appointed to the panel. Remuneration or reimbursement of expenses will not be provided for attending this mandatory training.
- Applicants must hold a minimum of €1 million professional indemnity insurance to cover acting as a decision-making representative prior to being appointed to the panel.

### 1. Personal Details

Name of Applicant	
Postal Address	
Phone Number	
Email (must be valid and monitored regularly):	



## 2. Employment History

Starting with your current employer. Max 200 words for each section please note only the first 200 words will be considered as part of the application.

Employer Name			
Employer Address			
Position			
Start Date (Day, Month and Year)		End Date (Day, Month and Year)	
<b>Brief Summary of Role</b> Please include an overview of your key duties and any experience relevant to the role of decision-making representative, such as work involving decision-making support, advocacy, health, social care, or legal services.			

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### 3. Educational Qualifications

Please outline all details regarding academic and professional qualifications. Start with your most recent qualification. Successful applicants will be required to produce evidence of qualifications before appointment to the Panel.

Name of Institution	Title of Qualification	Years Attended (DD/MM/YYYY)	Conferring Body	NFQ Level Obtained

I confirm that I hold a relevant qualification at Level 7 or higher on the National Framework of Qualifications (NFQ) or equivalent.

Yes No

Please note: If you are unsure of the NFQ level of your qualification, please visit [www.qqi.ie](http://www.qqi.ie) for guidance.

### 4. Registration with Regulated Professional Body in Ireland

Successful applicants will be required to provide proof of being registered in Ireland with a professional regulatory body required by law prior to appointment to the Panel.

Professional Body	Registration Details (including type & registration number)	Expiry Date

#### Registration with Professional Body (where applicable)

I confirm I hold current registration in Ireland with a regulatory professional body required by law and I will maintain this registration for the duration of my appointment to the Panel.

Yes No

## 5. Competency Based Questions

This section allows you to demonstrate your relevant experience based on the core competencies required for the role of decision-making representative as outlined in Appendix 1 of the candidate information booklet.

Guidelines for completion:

- All questions must be answered.
- Specific examples should be provided for each competency.
- Max of 200 words per question only – please note only the first 200 words will be considered as part of the application.

For each of your examples, you must structure your answers to include the following:

- (a) the nature of the task, problem, or objective
- (b) what you did and how you demonstrated the skill or quality (and, where appropriate, the date)
- (c) the outcome or result of the situation and your estimate of the proportion of credit you can claim for the outcome

### Integrity

Based on the role specifications and competency framework in the Panel Member Information Booklet please briefly outline a specific example of when you have supported a person using a rights-based approach?

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## 5. Competency Based Questions

### Expert Knowledge

Please highlight your knowledge of the Assisted Decision-Making (capacity) Act 2015. Please provide an example of how you have obtained your knowledge of this legislation.

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## 5. Competency Based Questions

### Effective Person-Centered Communication Skills

Based on the role specifications and competency framework in the Panel Member Information Booklet, please briefly outline a specific example which clearly demonstrates your ability to communicate in a person-centered manner and to provide information in an accessible way.

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## 5. Competency Based Questions

### Case Management Skills

Based on the role specifications and competency framework in the Panel Member Information Booklet, please briefly outline a specific example which highlights your ability to effectively case manage.

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## 5. Competency Based Questions

### ICT Skills

Based on the role specifications and competency framework in the Panel Member Information Booklet, please briefly outline a specific example which demonstrates your ability to use ICT systems in your work practice.

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## 5. Competency Based Questions

### Interpersonal Skills

Based on the role specifications and competency framework in the Panel Member Information Booklet, please briefly outline a specific example of how you have used your interpersonal skills to work collaboratively to achieve a result.

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## 5. Competency Based Questions

### Resource Management

Based on the role specifications and competency framework in the Panel Member Information Booklet, please briefly outline a specific example which demonstrates your ability to maximise available resources.

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## 6. General Information - Eligibility & Availability

The right to work within the European Union/Ireland:	Are you an Irish/EEA Citizen?	Yes	No
	If no, are you legally eligible to work in Ireland?	Yes	No
	If yes, please provide details (including employment permit).		
Have you previously been a member of a DSS Panel?	Yes      No If yes, please specify role(s) and dates:		
What area will you be available to serve?	DSS 1 – Dublin		
	DSS 2 – Cork		
	DSS 3 – Wicklow, Kildare, Louth, Meath		
	DSS 4 – Laois, Longford, Offaly, Roscommon, Sligo, Westmeath		
	DSS 5 – Cavan, Donegal, Leitrim, Monaghan		
	DSS 6 – Carlow, Kilkenny, Tipperary, Waterford, Wexford		
	DSS 7 – Clare, Kerry, Limerick		
	DSS 8 – Galway, Mayo		

## 7. Training & Commitment

I confirm that I will complete all DSS online training required prior to appointment to the Panel.	Yes	No
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## 8. Case Assignment Details

Please provide the address you wish to use for case assignment purposes, if different from the one provided in personal details section above (refer to section 9 of the panel member information booklet for more details):

Address for case assignment purposes:

## 9. Declaration

I hereby declare, to the best of my knowledge, the information given in this form is correct.

I confirm I understand that the following requirements must be met before appointment to the Panel:

1. Be registered in Ireland with a professional regulatory body required by law.
2. Hold professional indemnity insurance (minimum €1 million) to cover acting as a decision-making representative.
3. Meet all eligibility requirements as set out in section 6 of the decision-making representative information booklet.

Signature	
Name of Applicant	
Date of Submission	

## Next Steps

Thank you for completing this application form. Your application will be reviewed by our selection panel. If shortlisted, you will be invited to attend an interview.

All successful applicants will be contacted after the interview process and will be required to:

- Complete Garda vetting
- Provide names (with contact details) from whom written references will be obtained
- Provide proof of identity, right to work and professional registration (if applicable)
- Provide proof of professional indemnity Insurance to cover acting as a decision-making representative (minimum cover €1m)
- Provide proof of being registered in Ireland with a professional regulatory body required by law
- Complete mandatory training
- Sign the Declaration of Person to be Appointed to the Panel via DocuSign

### Thank you for your application.

Please submit your completed application form via <https://osborne.ie/public-sector/dss-employment-opportunities/>. Download the form, complete all sections, save your final version, and then upload it using the link provided on the website.