**Clones Credit Union Limited**

**CLERICAL OFFICER APPLICATION FORM**

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| **Role** | **Clerical Officer** |
| **Personal Details** | **Name:**  **Job Title:**  **Preferred contact phone number:**  **Preferred contact email address:** |

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| --- | --- | --- | --- |
| **EDUCATION OR OTHER QUALIFICATIONS** | | | |
| **Qualifications** | **Year** | **College/Institute** | **Awarded by** |
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**PLEASE ATTACH TRANSCRIPTS FOR ANY THIRD LEVEL QUALIFICATIONS ATTAINED**

Note: The interview panel will use this form

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| **SUMMARY OF WORK EXPERIENCE** | | | |
| **Position** | **Organisation** | **Dates** | **Principle duties** |
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**KEY RESPONSIBILITY AREAS**

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| **Teller** | **Please describe your experience in the area of Teller** |
| **Administration** | **Please describe your experience in working in the area of Office Administration** |

**RELEVANT SKILLS AND EXPERIENCES**

In the spaces provided below, briefly describe your skills and experiences in relation to the following critical competencies for the role**:**

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| --- | --- |
| **Attention to detail** |  |

|  |  |
| --- | --- |
| **Communication skills** |  |

|  |  |
| --- | --- |
| **Teamwork** |  |

|  |  |
| --- | --- |
| **Customer service and support** |  |

|  |  |
| --- | --- |
| **Analytical Skills** |  |

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| **Please outline other relevant experience which you feel you can bring to the role as outlined in the job description.** |
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| --- | --- | --- | --- |
| **Please name two referees** | | | |
| **Name** | **Title** | **Address** | **Telephone Number** |
|  |  |  |  |
|  |  |  |  |

**Referees will not be contacted without your prior permission**

***I declare that the above information is true and correct and I understand that any false, incorrect or misleading information given by me in the course of my application will result in termination of my employment.***

**Signed: Date:**