**SLIGO 0618 Candidate Clinical Nurse Specialist, Candidate Colposcopy**

**Sligo University Hospital**

# **Application form**

* Read the job specification, which provides useful information about the requirements of this role.
* Ensure you download, read and fully understand the additional campaign information document that accompanies the job specification for this role.
* Your application must be your own work and reflect your own experiences, competencies and skills. Do not use AI to complete the application form.
* Ensure you read the instructions for completing this application form and complete all sections in full. Failure to complete all sections of the application form will result in you not progressing to the next stage of the selection process.
* If you submit your application form via email, we will accept the application form unsigned. You will be required to sign the general declaration later.
* Candidates should note there could be a time delay in receiving email applications. We recommend that applicants should allow a minimum of 1 hour for their application to arrive by email at 12 noon on the closing date. Without exception, we will not accept applications after this date and time.
* It is preferable that Application Forms are typed using Arial size 10 Font.
* Submit application forms as a Microsoft Word or PDF document only.
* We will not accept applications stored on personal online storage sites such as OneDrive, Cloud, Dropbox, and Google Drive; or in other file formats. For example, Google docs.
* Attach your application form as an attachment to your email. That is, not a link to an online storage such as Google Drive. To ensure your email is not quarantined, keep your email attachments under 3MB. If you need to submit supporting documentation with your application form that exceeds this limit, compress or zip the documents to reduce their size. Otherwise, we may not receive your email by the campaign’s closing date.
* If you require additional space in the details of employment section, please attach additional pages ensuring you use the same format.
* If we invite you for interview, you may take a paper copy of your application form with you. You cannot use mobile devices during your interview.
* The Health Service Executive will run this campaign in compliance with the Commission for Public Service Appointments (CPSA) Code of Practice. The Code of Practice is available on the [CPSA website](http://www.cpsa.ie). Further information is also available in the additional campaign information document.
* The Health Service Executive is an equal opportunities employer.
* The Health Service Executive recognises its responsibilities under the Data Protection Acts 1988 to 2018 and the Freedom of Information Act 2014.

|  |  |
| --- | --- |
| **Closing Date and Time** | **12 noon on Thursday 16th October 2025** |
| **Return Application Forms to** | **Applications through Rezoomo ONLY**  [**https://www.rezoomo.com/job/86444/**](https://www.rezoomo.com/job/86444/) |
| **For queries on the Recruitment Process** | For queries relating to this recruitment campaign please email us at nurserecruit.suh@hse.ie  For queries specifically relating to the role please contact the named person in the Informal Enquiries section on the Job Specification. |
| **Anticipated Interview Date(s)** | Please note that interviews may be held at short notice |

# Applicant details

|  |  |
| --- | --- |
| Position applied for | **Candidate Clinical Nurse Specialist, Colposcopy** |
| Campaign reference no. | **SLIGO 0618** |
|  |  |
| First name |  |
| Last name |  |
| Postal address for correspondence |  |
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| Mobile telephone (mandatory) |  |
| Contact telephone no. 2 |  |
|  |  |
| Email address (mandatory)  You may provide more than one |  |
|  |  |
| Drivers licence:  (Please state type and category) |  |

## European economic area (EEA)

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| --- | --- |
| Please select one of the following: |  |
| I am an EEA citizen |  |
| I am a British citizen |  |
| I am a Swiss citizen |  |
| I am a non-EEA citizen |  |

If you are a non-EEA citizen, resident in the State, you must provide the requested documentation to support your application. Please see appendix 2 of the applicant information document for further information and for a definition of an EEA Citizen.

Further information and guidance on [critical skills and international recruitment](https://www.hse.ie/eng/staff/resources/recruitment-standards/before-you-recruit/international-recruitment.html)

## **Advertising data**

Please tell us where you saw the job advert. You can select as many options as needed.

Collecting this data helps us determine how effective our advertising strategy was for this campaign.

|  |  |
| --- | --- |
| HSE website |  |
| Word of mouth – my manager/colleague |  |
| Notification from hse career hub |  |
| Publicjobs |  |
| Advert in xxx |  |
| Website: xxx |  |
| Other – please detail: |  |

## Proficiency in Irish

Candidates can have the opportunity to demonstrate their ability to perform the duties of the office through Irish. This assessment will be on a pass/fail basis and will not affect the marks awarded in the selection process. Where vacancies arise for which proficiency in Irish is a management decision. The HSE will offer such posts in order of merit to candidates who have successfully passed the Irish assessment. Indicate if you wish to undertake an Irish assessment exam.

Yes  / No

## Current contractual status

Choose the statement that best matches your employment status:

1. I am currently a direct employee of the HSE, TUSLA, other statutory health agencies\*, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004
   1. I have a permanent contract

Or

* 1. I have a temporary contract

1. I currently work via a recruitment agency in the HSE, TUSLA, other statutory health agencies\*, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004
2. I do not currently work in the HSE, TUSLA, other statutory health agencies\*, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004

\* List of [‘other statutory health agencies’](https://www.gov.ie/en/organisation-information/9c9c03-bodies-under-the-aegis-of-the-department-of-health/?referrer=http://www.health.gov.ie/about-us/agencies-health-bodies/)

# Qualifications & eligibility criteria

Indicate below how your qualifications and professional experience meet the eligibility criteria for the role. Note if you omit information in this section pertinent to the eligibility criteria, you will be deemed ineligible and subsequently not called forward to interview. Complete each section below.

**1. Registration Details**

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| --- | --- | --- | --- |
| **Registration** | **Please tick as appropriate**  **to your current**  **status** | **Registration / Pin Number** | **Date entered on the register DD/MM/YY** |
| I am a fully qualified General Nurse with active NMBI registration in the General division of the Register of Nurses kept by NMBI |  |  |  |
| I am a fully qualified General Nurse registered with a European Authority other than the [NMBI] |  |  |  |
| I am a fully qualified General Nurse registered with a non-European Authority |  |  |  |

*Note: Seeking registration with Bord Altranais agus Cnáimhseachais na hÉireann (Nursing and Midwifery Board of Ireland) is the responsibility of the applicant. Please read Appendix 1 Applicant Information Document for more information on registration.*

**AND**

**I am applying for the post of Candidate Clinical Nurse Specialist, Colposcopy under the following eligibility criteria:**

|  |  |
| --- | --- |
|  | **Yes** |
| **(a**) I havesuccessfully completed a post registration programme of study, as certified by the education provider which verifies that the applicant has achieved a Quality and Qualifications Ireland (QQI), National Framework of Qualifications (NFQ) **major academic Level 9 or higher award that is relevant to the specialist area of Colposcopy** (equivalent to 60 ECTS or above), and in line with the requirements for specialist practice as set out by the National Council for Nursing and Midwifery 4th ed (2008)?  **(b)**Alternatively provide written evidence from the Higher Education Institute that they have achieved the number of ECTS credits equivalent to a Level 9 or higher standard, relevant to the specialist area of care (equivalent to 60 ECTS or above), and in line with the requirements for specialist practice as set out by the National Council for Nursing and Midwifery 4th ed (2008) **relevant to the specialist area** **of** **Colposcopy** prior to application\* (See \*\*Note 1 below) |  |

*(If you have ticked “Yes” to point (a) above, please complete Section 1 on Page 5 of this Application Form)*

**If the applicant does not possess the relevant specialist experience, they will be supported to attain one year’s clinical specialist experience**

If the applicant does not possess the relevant QQI NFQ Level 9 qualification, the applicant will be supported to undertake the required postgraduate education, at QQI NFQ level 9 qualification (equivalent to 60 ECTS or above) relevant to the specialist area.

***\*\*Note:* For Nurses/Midwives who express an interest in CNS/CMS roles and who currently hold a level 8 educational qualification in the specialist area (equivalent to 60 ECTS or above), this qualification will be recognised up to September 2026. The clinical experience requirements for this cohort of nurses/midwives remain consistent with the DoH (2019) policy, i.e. a minimum of 1 years’ experience in practice and a minimum of 1 years’ experience in the specialist area and they could be supported to progress on a candidate CNS/CMS Pathway.**

**Section 1**

*A photocopy of your Level 9 award (or higher) post registration programme of study, as certified by the education provider, which verifies that you have achieved a Quality and Qualifications Ireland (QQI), National Framework of Qualifications (NFQ) major academic Level 9 or higher award relevant to the specialty area must be submitted with your Application Form. This copy must clearly show the name of your course. Failure to submit a copy of your award will result in you not being brought forward to the next stage of the selection process.*

**Please detail below your formal Level 9 award (or higher) recognised post registration programme of study as certified by the education provider, which verifies that you have achieved a Quality and Qualifications Ireland (QQI), National Framework of Qualifications (NFQ) major academic Level 9 award or higher relevant to the specialist area.**

**Please take special care in completing this section i.e. in detailing correct course title(s), course duration and award(s) received, including any major specialty options where applicable: educational eligibility will be decided based on the information provided here. Any errors or omissions may not be rectified after the closing date and time for receipt of applications.**

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| --- | --- | --- | --- |
| **Date of Award (00/00/00)** | **College / Educational Institution** | **Name of Course** | **Award** |
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**Note to Applicants:** In relation to the Level 9 qualification(s) which you have listed above, please provide full details in relation to the modules completed, specifically those that relate to the specialist area of **Colposcopy**.

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| **Name of Level 8 Qualification** | **List of modules as detailed on your Course Transcript** |
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**AND**

**2a. Please indicate your 1 years post registration full time experience or an aggregate of 1 years full time experience in the division of the register in which the application is being made. Please note that you must have achieved the 1 year (12 Months) experience no later than the closing date for this campaign.**

Please detail below (in months) your experience to date that demonstrates your fulfilling of the above eligibility criteria. **Please note that the information supplied here will be used to determine your eligibility for this campaign.** If you work in a part-time capacity please list your monthly hours and total months of work as they are. Please do not make whole time equivalent calculations.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From Date 00/00/00** | **To Date**  **00/00/00** | **Average Monthly Hours** | **Total Months** | **Employer** | **Title of Post\*** |
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| **Total Cumulative Months** | | |  | | |

**AND**

**2b. Please indicate your minimum 1 years’ experience in the speciality area of Colposcopy. Please indicate below your 1 years in this area. Please note that you must have achieved the 1 years (12 Months) no later than the closing date for this campaign.**

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| --- | --- | --- | --- | --- | --- |
| **From Date 00/00/00** | **To Date**  **00/00/00** | **Average Monthly Hours** | **Total Months** | **Employer** | **Title of Post\*** |
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| **Total Cumulative Months** | | |  | | |

**OR**

**If the applicant does not possess the relevant specialist experience, they will be supported to attain one year’s clinical specialist experience**.

\*If it is not clearly evident from the Title of the Post that it satisfies the eligibility criteria please provide further detail in the box below:

**Educational achievements**

**List your second level and any (additional) third level educational achievements.**

**Refer to the** [**QQI website**](https://www.qqi.ie/what-we-do/the-qualifications-system/national-framework-of-qualifications,) **to determine what level your qualification(s) is at on the National Framework of Qualifications.**

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| --- | --- | --- | --- | --- | --- |
| **Dates**  **From/To** | **Educational Institution** | **Conferring**  **Body** | **Course of Study** | **Qualification Level on the NFQ**  *(Please insert n/a if not applicable to your Course of Study)* | **Qualification Achieved** |
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# Career overview

Outline your full career history below. For example, if you took a career break or spent time out of work, please include this information so there are no gaps in your career history from when you left full-time education to the present date.

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| --- | --- | --- | --- |
| From | To | Title | Employer |
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## Detailed career history

Begin with the most recent first.

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| Job title:  Grade/ management level (if applicable): | |
| Employer(s) & department name: | |
| From (00/00): | To (00/00): |
| Main roles & responsibilities: | |

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| --- | --- |
| Job title:  Grade/ management level (if applicable): | |
| Employer(s) & department name: | |
| From (00/00): | To (00/00): |
| Main roles & responsibilities: | |

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| --- | --- |
| Job title:  Grade/ management level (if applicable): | |
| Employer(s) & department name: | |
| From (00/00): | To (00/00): |
| Main roles & responsibilities: | |

|  |  |
| --- | --- |
| Job title:  Grade/ management level (if applicable): | |
| Employer(s) & department name: | |
| From (00/00): | To (00/00): |
| Main roles & responsibilities: | |

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| --- | --- |
| Job title:  Grade/ management level (if applicable): | |
| Employer(s) & department name: | |
| From (00/00): | To (00/00): |
| Main roles & responsibilities: | |

# Competency questions

A guide to completing competency questions is available in appendix 1 of this application form. We strongly recommended you read the guide before completing this section of your application form. You must complete all question areas.

Use this section to describe your skills, abilities and achievements in each of the skill / competency areas. Make sure you provide good examples of how you have demonstrated your abilities. Each skill or competency area includes a short definition that explains what we mean by the heading. Complete the information in the format requested at (a), (b), and (c) in appendix 1. Remember we may use information you provide as part of a shortlisting / ranking exercise and may discuss it in more depth at interview, if we call you to one.

Your answer, for each competency area, should not exceed 1 A4 page using Arial size 10 font. Ensure you keep within this limit.

|  |
| --- |
| **Organisation & Management Skills**  It is important for the Clinical Nurse Specialist, Candidate Colposcopy to be able to plan and organise resources efficiently and effectively within a specified timeframe. S/he co-ordinates and schedules activities to ensure the smooth running of his / her area of responsibility and will effectively manage unexpected events. S/he is flexible and adaptable in approach to their workload  *In the space below please give an example of a situation where you best demonstrated your ability in this area.*  **Your answer should not exceed 1 A4 page. Please remember to use Arial size 10 Font.** |
|  |

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| **2. Building and Maintaining Relationships: Leadership, Managing People & Team Skills**  The effective Clinical Nurse Specialist, Candidate Colposcopy will demonstrate good interpersonal skills and the ability to build and maintain relationships. S/he demonstrates the ability to work well as part of a wider team, being approachable, helpful and supportive. S/he uses diplomacy and tact in fraught situations and can diffuse tense situations comfortably.  *In the space below please give an example of a situation where you best demonstrated your ability in this area.*  **Your answer should not exceed 1 A4 page. Please remember to use Arial size 10 Font.** |
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| 1. **Commitment to Providing a Quality Service**   An effective Clinical Nurse Specialist, Candidate Colposcopy demonstrates a commitment to providing a quality service. S/he is adaptable and open to change in striving to ensure high standards in the service of today. S/he displays service innovation and initiation. S/he ensures that all service users are treated with dignity and respect and ensures that the welfare of the service user is a key consideration at all times. S/he monitors and reviews his/ her own work and that of others to ensure its quality and accuracy  *In the space below please give an example of a situation where you best demonstrated your ability in this area.*  **Your answer should not exceed 1 A4 page. Please remember to use Arial size 10 Font.** |
|  |

|  |
| --- |
| **Experience Relevant To The Role** |

|  |  |
| --- | --- |
| **4a. Experience Relevant To The Role**  Please provide below specific details from your experience to date that you feel help you meet the requirements for this post as detailed in the Job Specification. Please note that the information supplied here will be taken into consideration in determining your eligibility and / or shortlisting / ranking for this campaign.  *Please include dates, the name of your employer & department where you worked and details as to how you meet the requirements specified in the eligibility and ‘post specific requirements’ section of the Job Specification.* | |
| **Date(s) from – Date(s) to** | **Employer(s) & Department Name** |
|  |  |
| **Demonstrate depth and breadth of post registration nursing experience in the specialist area of Colposcopy as relevant to the role.** | |

|  |
| --- |
| Data privacy statement |

The HSE is committed to protecting your privacy and takes the security of your information very seriously. We aim to be clear and transparent about the information we collect about you and how we use that information.

* Information on the HSE candidate data privacy is available at: https://www.hse.ie/eng/staff/jobs/recruitment-process/hse-privacy-notice-candidates-in-process-with-national-recruitment-services-nrs.pdf

Use the [HSE privacy notice to candidates](https://www.hse.ie/eng/staff/resources/recruitment-standards/plan-to-recruit/plan-to-recruit.html) template to help you prepare your own specific candidate privacy statement for recruitment.

* Access information on the [HSE general data protection regulation](https://www.hse.ie/eng/gdpr)
* Access information on [HSE records retention policy](https://www2.healthservice.hse.ie/organisation/national-pppgs/hse-national-records-retention-policy/)

By submitting this application, I acknowledge that the HSE may contact me through various means; including phone, email, SMS, and postal mail; regarding my application throughout the recruitment process and, if successful, for the duration of any panel placement.

I understand that if I wish to stop receiving communications from the HSE, regarding this application or any future panel arising from this campaign, I can contact the nominated person listed in the additional campaign information document to request they remove me from future correspondence. In doing so I understand, I will no longer receive any communications or expressions of interest for roles from the panel generated from this campaign.

# Protected disclosure

Pursuant to the Protected Disclosures Act 2014, as amended, a person that acquires information on a relevant wrongdoing during a recruitment process is a ‘worker’ and can make a protected disclosure about the wrongdoing.

Access more information about [making a protected disclosure to the HSE](https://www.hse.ie/eng/about/who/protected-disclosures/) or email [protected.disclosures@hse.ie](mailto:protected.disclosures@hse.ie)

|  |
| --- |
| General Declaration |

It is important that you read this declaration carefully.

Part 1: Obligations placed on candidates who participate in the recruitment process.

The Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013 makes very specific provisions in relation to the responsibilities placed on candidates who participate in recruitment campaigns and these are detailed in section 4 of the Code of Practice issued under the Act.

These obligations are as follows:

Any canvassing by, or on behalf of, candidates shall result in disqualification and exclusion from the recruitment process. Candidates shall not:

* knowingly or recklessly make a false or a misleading application
* knowingly or recklessly provide false information or documentation
* canvass any person with or without inducements
* impersonate a candidate at any stage of the process
* knowingly or maliciously obstruct or interfere with the recruitment process
* knowingly and without lawful authority take any action that could result in the compromising of any test material, or of any evaluation of it
* interfere with or compromise the process in any way

Any person who contravenes the above provisions, or who assists another person in contravening the above provisions, shall be guilty of an offence. It is the policy of the HSE to report any such above contraventions to An Garda Siochana.

In addition, where a person found guilty of an offence was, or is, a candidate at a recruitment / selection process, then, in accordance with the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.

* where they have not been appointed to a post, they shall be disqualified as a candidate; and
* where they have been appointed as a result of that process, they shall forfeit that appointment

Part 2

Declaration: “I declare that to the best of my knowledge and belief there is nothing in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed by virtue of my appointment to this position. I hereby confirm my irrevocable consent to the Health Service Executive to the making of such enquiries, as the Health Service Executive deems necessary in respect of my suitability for the post in respect of which this application is made.

I hereby accept and confirm the entitlement of the Health Service Executive to reject my application or terminate my employment, in the event of a contract of employment having been entered into, if I have omitted to furnish the Health Service Executive with any information relevant to my application; or to my continued employment with the Health Service Executive; or where I have made any false statement or misrepresentation relevant to this application; or my continuing employment with the Health Service Executive.

Furthermore, I hereby declare that all the particulars furnished in connection with this application are true, and that I am aware of the qualifications and particulars for this position. I understand that I may be required to submit documentary evidence in support of any particulars given by me on my application form. I understand that any false or misleading information submitted by me will render me liable to automatic disqualification or render me liable to dismissal, if employed.”

Signed:

Name of Applicant

Date:

Note: If you are submitting your application form via email, we will accept the application form unsigned but you will be required to sign the declaration later. Failure to sign this declaration later will render it invalid.

|  |
| --- |
| References |

Please give two referees, including your current employer. Make sure the referees you provide are from a clinical perspective / professional perspective. Amend as appropriate to the grade. We retain the right to contact all previous employers.

Do you wish us to contact you prior to contacting your referees? Yes  / No

1. Name and job title of referee:

Dates From-To (MM/YY- MM/YY):

Professional relationship to candidate:

Postal address:

Telephone contact details: Mobile: Landline:

Email address:

2. Name and job title of referee:

Dates From-To (MM/YY- MM/YY):

Professional relationship to candidate:

Postal address:

Telephone contact details: Mobile: Landline:

Email address:

3. Name and job title of referee:

Dates From-To (MM/YY- MM/YY):

Professional relationship to candidate:

Postal address:

Telephone contact details: Mobile: Landline:

Email address:

# Applicant Checklist

If you do not submit all required details / documentation indicated below with your application, we will be unable to process your application to the next stage of the process. That is short listing / interview.

|  |  |  |
| --- | --- | --- |
| Mobile Telephone Number |  | Mandatory |
| Email Address |  |
| Postal Address |  |
| The information you have provided in the qualification/ eligibility criteria section clearly shows how your qualifications/ experience match the requirements. For example qualification titles. Clearly indicate dates. That is DD/MM/YY. |  |
| Competency questions, you must fully answer each question. |  |
| Work permit documentation, if relevant to non-EEA citizen applicants resident in the State. Please refer to appendix 2 of the additional campaign information document for details of documentation required. |  |
| A copy of your qualification/letter (if requested on application form – only for CNS/ADON/DON). |  |
| You submit the application by the closing date and time and use the campaign reference in the subject line of your email. |  |
| You have downloaded and saved the job specification and additional campaign information document for future reference. | | |

# Appendix 1 – Guide to completing competency questions

In the competency questions section, you are required to describe some of your personal achievements that demonstrate certain necessary skills and qualities required for the position. You must complete all question areas. The guidance below will help you to complete your answers and will assist you when preparing for interview.

Each competency question area includes a description of a skill or quality. The question asks you to describe a situation, from your own experience, which you think is the best example of where you have demonstrated your ability in this area. It is essential that you describe how you demonstrated the skill or quality in question.

We may use the information you provide here to help structure your interview, if we invite you to one. It may also form part of a ranking exercise process. This means that a ranking board will rank / score applicants based on information put forward in their application form. We may schedule interviews on a phased basis, inviting applicants to interview based on the position held in the ranking exercise. We will create a primary panel of candidates successful in the first phase of interviews. If there are subsequent interviews, we will add candidates successful to the end of the primary panel with a lower order of merit.

Therefore, it is important to compose your replies carefully and to structure your answer so that you give specific information about what you have done.

It is important that your answers do not exceed 1 page per skill / competency area. The selection board will take your adherence to this limit into account when reviewing your application.

You can choose to write paragraphs and / or bullet points to show how your personal achievements demonstrate the necessary skills and qualities relevant to the requirements of this role.

For each example, include the following:

1. The nature of the task, problem or objective;
2. What you actually did and how you demonstrated the skill or quality (and, where appropriate, the date you demonstrated it);
3. The outcome or result of the situation and your estimate of the proportion of credit you can claim for the outcome.

The design of the competency questions are to help you to present relevant evidence so decision makers can evaluate how well you fit the requirements of a particular role. You should draw relevant evidence from your work experience and explain how you accomplished a range of activities. Those involved in screening the applications will evaluate the information you give against the specific skills required for effective performance in the role. To do this they need you to give enough detail so that they can tell what you actually did and how you did it.

Those doing the screening will not assume that you demonstrate a skill at the right level just because of your current role, length of experience and/ or educational qualifications. These do not give enough evidence about how you accomplished relevant tasks. Therefore, if a question is about your approach to decision making, you need to do more than describe your current role and list important decisions you have made. You will need to describe how you reached relevant decisions.

## Additional guidance and examples for completing the competency questions:

* Give specific examples. Most questions will ask you to describe an example of when you have demonstrated a skill/ competency. Try to do this concisely but with enough detail so the reader will be clear about what you actually did. This detail might include information such as timescales, the number of people involved, and budgets. It can help to use bullet points so the sequence of events is clear to the reader.
* Give a range of examples. If possible, base your answers on different situations or challenges you faced rather than relying on just one experience. This helps the reader to evaluate how you manage or approach different challenges and not just your behaviour in a one off situation.
* Be specific. Provide a clear description of how and why you behaved in a particular situation. This is more useful to the reader than a vague or general description of what you consider desirable qualities.

Example: Communication skills: The effective x must be able to adapt their communication style to particular situations and audiences and able to produce clear and concise written information.

Example answer 1):

I was responsible for producing important management reports and supporting presentations for a range of important and high profile clients. Through my understanding of the clients’ needs and my effective communication skills, I have ensured that the reports that go to the clients are relevant and focused, and are continually improved. The reports I have produced and the presentations I have made were well received by all my clients. Because of the combination of my analytical thinking and interpersonal and communication skills, my brief has been extended to lead the development of the strategic plan for the organisation.

This is not a good example because:

* It does not give sufficient details of exactly what the person did or how they actually demonstrated their ‘ effective communications skills’;
* It is not clear where the applicant provides the information requested at (a), (b) and (c).

Example answer 2):

1. My unit was responsible for producing a management report and supporting oral presentation for several large clients, some with significant problems and issues to report. In some cases, the management report was publicly available and was subject to a great deal of scrutiny. There was a need to develop a new style/format of management letter for my clients, as many of the clients were complaining that the letters were too large/long and difficult to read.
2. I was tasked with developing a new style of management letter for the clients. I had to meet stringent quality requirements/criteria whilst addressing the need to reduce its size. Following consultation, mainly over the phone and face-to-face, with the majority of our clients, I realised that a summarised report format with a better visual and more interactive presentation was the answer. I developed a format for a summarised report, reducing the average length from 40 pages to just 10. I achieved this through careful editing of information and increased use of graphs etc. I then developed a more focused presentation to clients, including more graphical displays and incorporated short presentations by colleagues directly involved in producing the work. During the presentations, I encouraged clients to ask questions and develop their understanding of the issues at hand.
3. The clients, without exception in responding to an evaluation survey, found the new format/style better than the previous, all requested that the revised system should continue, and saw the summarised management report and improved presentations as a success. 80% credit.

This is a better example because:

* It describes exactly what the person did and how they communicated. That is, consultation, mainly over the phone and face-to face; developed a format for a summarised report, reducing the average length from 40 pages to just 10; achieved this through careful editing of the information and increased use of graphs; and encouraged clients to ask questions.
* It is clear where they provide the information requested at (a), (b) and (c).

Note

* It is important that you write clearly and concisely. We will assess what you write on your application form under written communication skills.
* We recommend you keep a copy of this section of the application form.
* Do not use the same example to illustrate your answer for more than two skill / competency areas.
* If we call you to interview, the board may look for additional examples of how you demonstrated the skills / competencies required for this post. You should prepare two or three different examples of how you demonstrated each of the skills/ competencies.