



**HPBA**  
HIGH PERFORMANCE  
BUILDING ALLIANCE

**Application for the post of  
TEMPORARY CHIEF EXECUTIVE OFFICER (3 year Fixed Term Contract)  
Closing date for receipt of applications is 4.00pm, Thursday 14<sup>th</sup> January, 2021**

1. NAME IN FULL (use BLOCK LETTERS): \_\_\_\_\_

2. POSTAL ADDRESS (Notify at once, in writing, any change of address):  
\_\_\_\_\_  
\_\_\_\_\_

3. Tel. No(s): \_\_\_\_\_  
(Home) (Mobile) Work (if you may be contacted there)

4. E-mail Address: \_\_\_\_\_

5. Do you claim to fulfill all the requirements set out in the Qualifications for the post? Yes  No

Please ensure that you have supplied sufficient information to support this claim. Persons who are ineligible but nevertheless apply put themselves to unnecessary expense.

6. REFERENCES: (Please give below the names and addresses of your present or most recent employers, or responsible persons, to whom you are not related, whom we can contact for a reference).

Name	Address	Relationship to you	Contact Details
			Phone: _____ Email: _____
			Phone: _____ Email: _____

Do you have any objections to HPBA seeking references from your present or previous employers? Yes:  No:

Do you agree to co-operate with a Garda vetting procedure, if required? Yes:  No:

You must ensure that all sections of this application form are completed in full. Additional information may be included on a separate sheet if necessary. As applicants may be short-listed on basis of information supplied on application forms you should ensure that information given is sufficiently comprehensive.

NAME IN FULL: \_\_\_\_\_

**8. GENERAL EDUCATION:**

School or College Attended	From	To	Examination	Results

**9. ACADEMIC AND/OR PROFESSIONAL QUALIFICATIONS:**

Full title Degree(s)/ Qualification(s) held	Type & Grade of Hons (1 <sup>st</sup> or 2 <sup>nd</sup> Class, Gr I or II)	Subject(s) in final exam	University, College or Examining Authority	Course
Level (6,7,8 etc): _____				Course Duration (yrs ) _____ Year Qualification obtained:- _____
Level (6,7,8 etc): _____				Course Duration (yrs ) _____ Year Qualification obtained:- _____

10. FULL LICENCE HELD: Yes  No:  Class: \_\_\_\_\_

Licence No.: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

11. **EMPLOYMENT HISTORY**

Please give below, in date order, full particulars of all employment (including also any periods of unemployment) between the date of leaving school and the present date. No period between these dates should be unaccounted for.

<b>NAME AND ADDRESS OF EMPLOYER</b>	<b>POSITION HELD/MAIN DUTIES &amp; RESPONSIBILITY (Please indicate if Permanent or Contract)</b>	<b>Date From (Mth/Yr)</b>	<b>Date To ( Mth/Yr)</b>

**EMPLOYMENT HISTORY CONTINUED**

<b>NAME AND ADDRESS OF EMPLOYER</b>	<b>POSITION HELD/MAIN DUTIES &amp; RESPONSIBILITY</b> (Please indicate if Permanent or Contract)	<b>Date From (Mth/Yr)</b>	<b>Date To ( Mth/Yr)</b>

Please continue on a separate sheet if necessary

**Supplementary Questions Section for the post of CHIEF EXECUTIVE OFFICER**

Please ensure you are fully familiar with all sections of the Candidate Information Booklet and in particular the sections entitled Competencies for the Post and Duties for the Post. In each of the competency areas below, briefly detail one example from your work experience to date which you feel best demonstrates your capacity in the competency area described. You may use the same example across more than one competency area should you so wish. Your examples should show clearly how you have demonstrated the particular competency and you should be mindful that the scale and scope of the examples given are appropriate to the post. Please limit your answers to 300 words.

**1. Management & Change:**

**Answer:**

## **2. Delivering Results:**

A large, empty rectangular box with a thin black border, occupying the majority of the page. It is intended for the user to provide details or examples related to the 'Delivering Results' section.

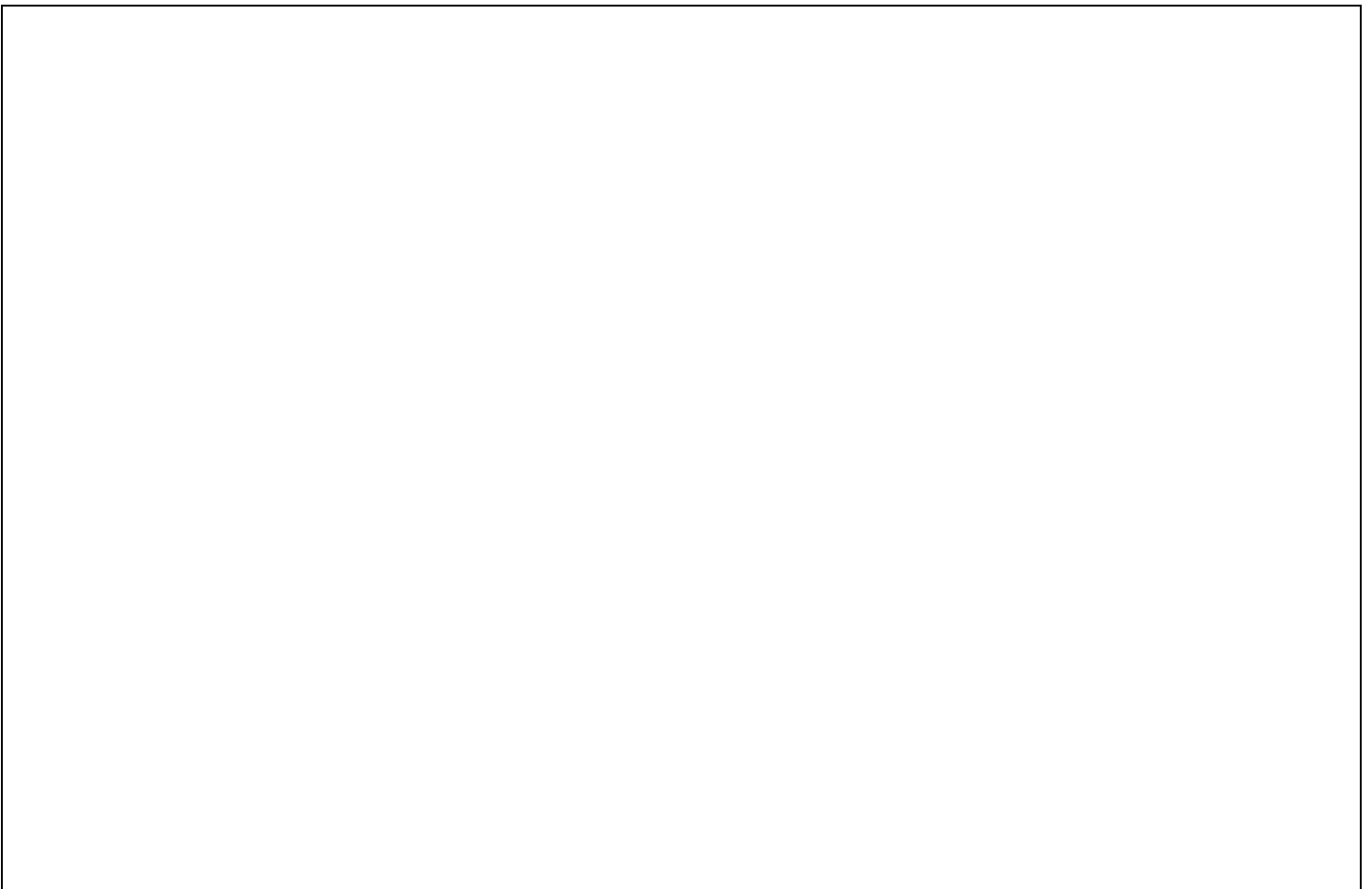
## **3. Performance through People**

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### **3. Performance through People (contd)**



### **4. Personal Effectiveness**



**5. Additional Information**

Please include below a brief personal statement (i.e. no longer than 500 words outlining why you wish to be considered for the post and where you feel your skills and experience meet the requirements of the position

**Do you require any special facilities/arrangements for interview? (If yes, please specify):-**

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**If offered appointment when could you take up duty? \_\_\_\_\_**

I hereby declare that I fulfill all the requirements set out in the Qualifications, that the information given in this form is correct and give my permission for enquiries to be made to establish such matters as qualifications, experience and character and for the release by other people or organisations of such information as may be necessary for that purpose. This may include enquiries from past/present employers and the submission of the application is taken as consent to this.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Note to candidates:**

- The completed application forms must be Typed and submitted by email only to info@HPBA.ie no later than 4.00 pm, Thursday 14<sup>th</sup> January 2021.
- Printed hard copies will not be accepted.
- Please do not include a CV.
- Do not forward any certificates or references with this form, unless requested to do so.
- Application forms received after closing time & date will not be considered.

**HIGH PERFORMANCE BUILDING ALLIANCE IS AN EQUAL OPPORTUNITIES EMPLOYER**