Appendix 1

**Key Achievements Form**

**Section 1 - PERSONAL DETAILS**

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| **First Name:** | | **Surname:** | |
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| **Home Address:** | | **Correspondence Address: *(if different)*** | |
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| **Home Phone Number:** | **Mobile Phone Number:** | | **Eircode:** |
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| **Email address:** *(this is the primary method of communication)* | | | |
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**Section 2 – STATEMENT OF SUITABILITY**

Please outline how you meet the essential requirements as set out in the Candidate Information Booklet (maximum of 400 words)

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**Section 3 – COMPETENCIES**

For each competency, briefly set out what you consider to be a good example of how you demonstrated key strengths and skills in these areas. Your example should include a brief description of the nature of the task/problem, your specific involvement, and the outcome *(maximum of 250 words per competency).*

**Association Contribution (Maximum 250 words)**

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**Strategic Contribution (Maximum 250 words)**

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**Analytical & Thinking Skills (Maximum 250 words)**

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**Managing Critical Relationships (Maximum 250 words)**

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**Communication (Maximum 250 words)**

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**Negotiation (Maximum 250 words)**

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**Results Orientated Approach (Maximum 250 words)**

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**Professional Integrity (Maximum 250 words)**

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**Organisational Skills (Maximum 250 words)**

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**Focus on People (Maximum 250 words)**

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**All parts of the document must be completed and should be submitted, along with a CV,**

**by Thursday 16th March 2023**