

**PHASE 1 & 2A of the CIVIL SERVICE MOBILITY SCHEME**

**Application Form for the general Civil Service grades of Clerical Officer (CO) and Executive Officer (EO) Higher Executive Officer (HEO) & Administrative Officer (AO)**

Please note that this form is designed for Civil Servants who are applying for Irish Prison Services, the Ombudsman for Children or the National Council for Curriculum and Assessment

*If your circumstances do not coincide with the above, your Mobility application may be rejected.*

**In order to proceed with this application, please confirm you are a permanent Civil Servant:**

I am a permanent Civil Servant

I am not a permanent Civil Servant

**Personal Details**

Name:

PPSN:

Date of birth:

Grade:

Current organisation:

Current office location:

Personal email address:

Business email address:

***Applicants will be fully responsible for their own application(s).***

Communications to Mobility applicants, including offers of mobility, will be provided solely through email. **It is therefore essential that valid monitored personal and work email addresses are correct and up-to-date above.**

**Job Descriptions**

To proceed with your application, please confirm that you have reviewed the Organisational Job Descriptions which are available at <https://hr.per.gov.ie/career/civil-service-mobility/>

**I have reviewed the Job Descriptions:**

**Tick here to indicate 'Yes'**

**Please note that if you apply to an organisation which has specific requirements, you are agreeing to adhere to these requirements.**

**Terms and Conditions of the Civil Service Mobility scheme**

To proceed with your application, you must read and accept the Terms and Conditions for the scheme which are applicable to your current grade. The Terms and Conditions are available at <https://hr.per.gov.ie/career/civil-service-mobility/>

**I have read and accept the Terms and Conditions:**

**Tick here to indicate 'Yes'**

**In order to proceed with this application, you must confirm that you have read and accept the Terms and Conditions.**

## Irish Language Skills

Please indicate your level of proficiency in the Irish language:

Advanced

Intermediate

Basic

None

Definitions of Irish language proficiencies – **Appendix I**

## Organisation selection

Each applicant can apply for a **maximum of 2 Zones** from a list of 46 Mobility Zones with an option to select up to a **maximum of 5 organisations in a Zone**.

- Staff members can apply for Mobility within their current Zone (excluding their current organisation) as well as other Zones (including their organisation).
- There is no order of merit in an applicant's choice of Zones.

\* **Please see Terms and Conditions for details on assignments to and within Zone 46.**

**Please tick below the organisations that you wish to apply to. Where an application has already been submitted for Civil Service Mobility, these organisations must be within your existing 2 chosen Zones.**

ZONE NUMBER	ORGANISATION	TOWN	TICK ✓
4	Loughan House Open Centre	Blacklion, Cavan	
17	Castlerea Prison	Castlerea, Roscommon	
24	Shelton Abbey Open Centre	Arklow, Wicklow	
30	Portlaoise Prison Campus (Portlaoise/Midlands/IPS College)	Portlaoise, Co. Laois	
30	National Council for Curriculum and Assessment	Portlaoise, Co. Laois	
38	Limerick Prison	Limerick City	
41	Cork Prison	Cork City	
46	Arbour Hill Prison	Dublin 7	
46	Mountjoy Prison Campus (Mountjoy/Dochas Centre)	Dublin 7	
46	Building Services Division/Central Purchasing Unit	Dublin 17	
46	West Dublin Prison Campus (Wheatfield/Cloverhill)	Dublin 22	
46	National Council for Curriculum and Assessment	Dublin 2	

46	Ombudsman for Children's Office	Dublin 17	
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<b>Declaration</b>
By submitting this application form, you are agreeing that all information and personal data provided above will be used solely for the purposes of the Civil Service Mobility scheme. Local HR divisions will treat this information as confidential and access will be restricted and controlled in accordance with <b><i>Data Protection Acts and the General Data Protection Regulation.</i></b>
<b>Signed:</b>
<b>Date:</b>

Please return your completed application form by mail to the relevant Local HR division.

## Appendix I – Definitions of Irish language proficiencies

### Basic

- I understand and can use basic phrases, sentences and expressions to participate in simple conversations in Irish. I ask and answer simple and direct questions if the other person uses clear language and a reasonable pace, and is prepared to help.
- I write simple sentences and phrases on subjects directly relating to my life or work.
- I understand the main messages of written communications (e.g. e-mail or letter) if the language used is clear and the subject matter relates to my area of work.

### Intermediate

- I can hold conversations on general or familiar topics, I can describe experiences, events and plans, and briefly give reasons and explanations for opinions and plans.
- I produce written communications on key topics and apply the plain language tips for writing in Irish.
- I understand the general meaning of written Irish on general or familiar topics and I understand messages in written communications such as letters, e-mails and other similar correspondence.
- I can interact with native speakers without strain for either party.

### Advanced

- I speak fluently, spontaneously and accurately about a wide range of subjects and am able to express and defend opinions and ideas and respond to points made by others. I use language flexibly and effectively for social, academic and professional purposes.
- I produce a wide range of clear, well-structured, written communications in Irish and my writing style is clear with a natural feel and wealth of expression.
- I understand a wide range of phrases and can understand without difficulty spoken Irish including announcements, messages, lectures, debates and other material common in social, academic or professional life. I understand discussions between others even if it is not clearly structured or if certain points are subtly or indirectly implied.
- I can scan long and complex documents to extract relevant points of information.