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**Administrative Promotions – Interim Scheme**

**PROMOTION APPLICATION TO BOARD 1**

**(SEA/ Snr. Library Assistant – Grade 6a)**

 (Please use font type **Calibri, Size 11, single spaced, portrait orientation only).**

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| Personal Details  |
|  |
| **Candidate Name:** Click or tap here to enter text. | Staff ID #:Click or tap here to enter text. |
| **College/ Central Service:**Click or tap here to enter text. | FTE: Click or tap here to enter text. |
| **School/ Area:**Click or tap here to enter text. |  |

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| **I understand my application for promotion will be judged on the evidence presented in this application form.** ***If you mark No you will be asked to review the requirements of this evidence based scheme.***  | [ ] **Yes**[ ] **No** |

*Please note, you may be invited by the Admin Promotions Board to submit supporting documentation in evidence of your application. If invited to submit, instruction on the submission of such supporting documentation will be given at the time of a request.*

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| **Statement of Administrative Profile (*remit/ span of activity etc*) (250 words ½ page)** |
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| **Competency Portfolio of Evidence** | **Please present evidence against each of the following competencies.** |
| 1. **Competency: INSERT COMPETENCY NAME**
 | **(250 words - ½ page)** |
| **Please present your evidence against the competency area.**  |
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| **2. Competency: INSERT COMPETENCY NAME** | **(250 words ½ page)** |
| **Please present your evidence against the competency area.**  |
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| --- | --- |
| 1. **Competency: INSERT COMPETENCY NAME**
 | **(250 words ½ page)** |
| **Please present your evidence against the competency area.**  |
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| **4. Competency: INSERT COMPETENCY NAME** | **(250 words ½ page)** |
| **Please present your evidence against the competency area.**  |
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| 1. **Competency: INSERT COMPETENCY NAME**
 | **(250 words ½ page)** |
| **Please present your evidence against the competency area.**  |
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| **6. Competency: INSERT COMPETENCY NAME** | **(250 words ½ page)** |
| **Please present your evidence against the competency area.**  |
| *Please insert your evidence of this competency into the next section provided 'Statement on demonstration of UCC’s Values & Behaviours, as both relate to the same information regarding UCC Values and Behaviours - marks will be allocated for this information under Competencies and under the Statement.* |

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| **Statement on demonstration of UCC’s Values & Behaviours (250 words ½ page)** |
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| **Top 3 Achievements in Post**  | **Brief Statement on Achievement**  |
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| **Statement of impact on Function/ Service, University & Professionally (250 words ½ page)** |
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| **Statement of Consent** This information will be processed and stored in line with the Admin Promotions Promotion Data Protection Notice .  **√ tick** as appropriate |
| Please tick this box to indicate your consent for the information outlined in this application to be shared with the relevant Administrative Promotion Board members, the People & Culture Department and, where relevant, members of the Admin Promotions Appeals Board.  |  |

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| CANDIDATE SIGNATURE - I confirm that I have shared the above application with my Head. |
| Shape  Description automatically generated with low confidence |
| Date |  |
| HEADS SIGNATURE - I confirm that I have reviewed the above application. |
| Shape  Description automatically generated with low confidence |
| Date |  |