**GAISCE - THE PRESIDENT'S AWARD / APPLICATION FORM **

**Position: Governance and Administration Officer**

**Reporting to: The Office Manager**

**Contract: Initial 12-month contract with opportunity to extend**

**Salary: €30,00 - €35,000 DOE**

**Location: Dublin**

Please complete application in type or use black pen for photocopying purposes. Please fill in all sections.

**SECTION I: PERSONAL DETAILS**

First name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address for correspondence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are there any restrictions to your working in Ireland? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If successful, when could you take up the post? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where did you hear about this position? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION II: EMPLOYMENT / PROFESSIONAL EXPERIENCE**

Please give details of all work experience relevant to the role being applied for, beginning with your present or most recent employer:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates employed** (month and year) | **Employer’s name and address** | **Job title, whom you were reporting to & description of duties/responsibilities** | **Reason for leaving** | **Salary** |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

(add more lines to the above table if required)

**SECTION III: EDUCATION AND TRAINING**

Please provide details of your post-second level education and educational achievements, indicating if you did not pass or complete a course:

|  |  |  |
| --- | --- | --- |
| **Name of establishment / awarding body** *(Please start with most recent)* | **Dates attended (to/from)** *(State full or part time)* | **Qualification / accreditation achieved** |
|  |  |  |
|  |  |  |
|  |  |  |

(add more lines to the above table if required)

Please give details of any relevant external or internal courses, training or professional development that you have undertaken (including dates and length or course, accreditation etc.):

|  |  |  |
| --- | --- | --- |
| **Name of body** *(Please start with most recent)* | **Dates (to/from)**  | **Detail** |
|  |  |  |
|  |  |  |
|  |  |  |

(add more lines to the above table if required)

**SECTION IV: OVERALL PROFILE AND SUITABILITY FOR THE POST**

The Job Specification for the role of Governance and Administration with Gaisce - The President's Award outlines the skills, experience and personal attributes required to successfully carry out the responsibilities of the post. In no more than 1,000 words, please outline how your skills and experience meet the criteria:

|  |
| --- |
| (max. 1,000) |

Please outline the qualities you would bring to the post:

|  |
| --- |
| (max. 300) |

Please outline why you are applying for the role of Governance and Administration Officer with Gaisce - The President's Award:

|  |
| --- |
| (max. 300) |

Candidates called to interview may be asked to provide documentary evidence to support the information provided in this application form

**SECTION V: REFERENCES**

Please give the name, address, telephone number and occupation of two referees, who would be in a position to assess your skills, knowledge and aptitude for this post. At least one should be your current or most previous employer. Referees must not be related to you.

|  |  |
| --- | --- |
| Name: | Name: |
| Position: | Position: |
| Address:Email: | Address:Email: |
| Telephone: | Telephone: |

(Please note we will not contact referees without your prior permission)

Please provide details of any special arrangements in relation to either communications or access that you may require if invited to interview.

#### **DECLARATION** I declare that the information provided in this application form is, to the best of my knowledge, true and complete.

Signature:

Date:

**Please send your completed and signed application form, by email (digital signature) with the subject line ‘Governance & Administration Officer’ to recruitment@gaisce.ie or by post (marked ‘Private & Confidential’) for the attention of the Office Manager to:Gaisce - The President's Award, Ratra House, North Road, Phoenix Park, Dublin D08 YD62. Closing dates for applications is 5pm, Monday 15th October 2018 with a view to interviews being held w/c 29th October 2018.**