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

Position: Public Affairs and Communications Manager

Reporting: To the CEO

Contract: Full-time permanent (following successful completion of a 6-month

probationary period)

Salary: €40,000 - €55,000+ (depending on experience)

Location: Phoenix Park, Dublin 8 (some travel may be necessary)

*With the exception of additional lines (as indicated) please do not amend the application form and complete in full. For photocopying purposes, please complete in type or use black pen.*

SECTION I: PERSONAL DETAILS

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

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

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Do you have a full, clean driving licence? \_\_\_\_\_\_\_ Do you have access to a car? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Where did you hear about the 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 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

(add more lines to the above table if required)

Please give details of any volunteering experience relevant to the role being applied for, beginning with your present or most recent volunteer role:

|  |  |  |  |
| --- | --- | --- | --- |
| Dates (month and year) | Organisation name and address | Role title & description of duties/responsibilities | Reason for leaving  |
|  |  |  |  |
|  |  |  |  |

(add more lines to the above table if required)

SECTION III: EDUCATION, TRAINING AND MEMBERSHIP OF PROFESSIONAL BODIES/ASSOCIATIONS

Please provide details of your second level and 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 of course, accreditation etc.):

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

(add more lines to the above table if required)

If you are a member of any professional body or association please provide details here:

|  |  |  |
| --- | --- | --- |
| Name of professional body or association | Date membership granted | Status of membership |
|  |  |  |

SECTION IV: OVERALL PROFILE AND SUITABILITY FOR THE POST

The Job Specification for the role of Public Affairs & Communications Manager with Gaisce - The President's Award outlines the knowledge, skills, experience and 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 Public Affairs & Communications Manager 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 recent employer. Referees must not be related to you.

|  |  |
| --- | --- |
| Name: | Name: |
| Position: | Position: |
| Address: | Address: |
| Tel No:Email: | Tel No:Email: |

(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) to recruitment@gaisce.ie (subject line: Public Affairs & Communication Manager Application’) or by post (marked ‘Private & Confidential’ and 'Ref: Project Manager Application’) to: Gaisce - The President's Award, Ratra House, North Road, Phoenix Park, Dublin D08 YD62.

Closing date for applications is strictly 12 noon Monday, 23rd March 2020 with a view to interviews being held w/c Monday 6th April.