**GAISCE - THE PRESIDENT'S AWARD**

**Role Application Form**

**Position:** Development Officer part-time

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

**The following application will cover the following:**

1. Personal Details
2. Employment/Professional experience
3. Education and Training
* *Your post-second level education and educational achievements*
* *Relevant external or internal courses, training, or professional development*
* *Voluntary experience*
1. Overall profile and suitability for the post
* *Why you’re applying*
* *How your skills and experience meet the job description criteria (see recruitment pack)*
* *Qualities you’ll bring to the role*
* *An example of an activity you have organised*
1. Your references

**Section 1: Your 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?  |    |
| Do you have a full, clean driving licence?  |  |
| Do you have access to a car?  |  |
| Where/from who/what platform did you first hear about this position?  |   |

**SECTION 2: 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**  | **Current Salary** |
|     |   |   |   |  |
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|     |   |   |   |  |

(add more lines to the above table if required)

**SECTION 3: 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**  |
|     |   |   |
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(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)

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

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

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 4: Overall profile and suitability for the post**

Please outline **why you are applying** for the role:

(300 words max)

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The Job Description (in the recruitment pack) for the role of Learning and Evaluation Programme Manager with Gaisce - The President's Award outlines the skills, experience and personal attributes required to successfully carry out the responsibilities of the post.

Please outline **how your skills and experience meet the criteria**: (1000 words max)

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*Add paragraph space to this box if you need additional space.*

Please outline the **qualities you would bring** to the post: (300 words max)

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Please tell us about a time **you developed a new professional opportunity, outlining the objectives, your role, and the process you followed.** Please provide an example relevant to the development work required for this role.

 (400 words max)

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Finally, what's something outside of your work that you're passionate about? (300 words max)

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**SECTION 5: 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 recent 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 below details of **any access arrangements** we can make to ensure you can successfully engage with the interview.

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

**DECLARATION**

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

Applicant Signature:

Date:

* Please send your completed and signed application form by email (digital signature) with the subject line ‘Development Officer PT Application’ to recruitment@gaisce.ie
* Please ensure to save this application document with your name included before you send it to us
* We do not accept CVs or cover letters
* Strict closing date for receipt of applications (email) is **12 noon Wednesday October 27 2021**

***Thank you so much for your interest in this role.***