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**Employment Application Form**

**Chief Executive Officer**

**Youth Work Ireland North Connaught**

**Application for Employment**

To complete this form, save a copy to your own system. Use the tab key to move through the various sections and enter details   
as directed. You can return the completed document, as directed in the advertisement.

Please start with your most recent employment history. Please also include any period of unemployment. No period should be left unaccounted. (Where citing voluntary experience, you must provide evidence of number of days/hours etc. worked over what period of time).

**Candidates may be short listed for interview on the basis of information supplied on their applications.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Post applied for** |  | | | | |
| Full name |  | | | Full Driving Licence | Yes No (please tick one box) |
| Address |  | | | |  |  | | --- | --- | | Home telephone no. |  | | Business no. (if convenient) |  | | Mobile no. |  | | Email: |  | | |
|  |
|  |
| County |  | | |
| **Education and qualifications (most recent first)** | | | | | |
| Schools | | From | To | Examinations taken - Results – Grades | |
|  | |  |  |  | |
| University/College | | From | To | Subjects studied: Examinations taken - Results (Hons/level attained) | |
|  | |  |  |  | |

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| --- | --- | --- | --- |
| **Technical, professional, occupational or commercial training** | | | |
| College/Institute | From | To | Type of training - Qualification(s) gained |
|  |  |  |  |
| **Membership of Professional bodies** | | | |
|  | | | |

**Employment History (please add and expand as needed, please explain gaps in employment)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Present or last employer, name and address, type of business** | | | |
| Dates employed |  | | |
| Position(s) held |  | | |
| Brief description of duties | | | |
| Notice required | | Current salary € |  |
|  | | Salary Expectation |  |
| Reason for leaving: | | | |
| **Previous employer, name and address, type of business** | | | |
| Dates employed |  | | |
| Position(s) held |  | | |
| Brief description of duties | | | |
| Reason for leaving: | | | |

|  |  |
| --- | --- |
| **Previous employer, name and address, type of business** | |
| Dates employed |  |
| Position(s) held |  |
| Brief description of duties | |
| Reason for leaving |  |

Answering the questions set out below describe your experience and competence in the following key areas (based on the Job Description): (you may expand the boxes to fit your information, please write N/A if you have no experience in an area).

|  |
| --- |
| **Please describe your experience of leading and managing delivering a change management process with staff, volunteers and stakeholders.** |
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| **Experience and knowledge of managing staff to deliver high quality services.** |
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| **Experience and knowledge of ensuring the sound governance within a community organisation (including ensuring all fiscal, legal and funder requirements are met).** |
|  |

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| **Experience of overseeing and managing delivery plans, budgets and reporting systems.** |
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| **Any other information that may help in assessing your application** |
|  |

Please indicate the names of three referees one of which should be your most recent employer. We will not contact any referee without your permission.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Referee** | **Address** | **Telephone number** | **Email** |
|  |  |  |  |
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| --- | --- | --- |
| Have you applied to Youth Work Ireland before? If so, post applied for and approximate date: | | |
| Do you have the legal right to work in Ireland? Yes No (please tick one box)  If yes, and there are conditions attached, please specify:  If no, what type of work permit do you require? | | |
| **Declaration:**  I hereby certify that all statements given by me on this application are true and correct without omission and that any misstatements given may disqualify my application. I also fully recognise that canvassing will disqualify my application.Upon request, I will present original certification for qualifications or transcripts as relevant***.***  All employment is subject to the receipt of satisfactory references, Garda Vetting and a medical examination. | | |
| **Signature:** |  | **Date:** |

Applications received after this date will only be accepted on the basis of a Certificate of Posting showing that the application was posted in time before the closing date.

**Application:** To apply please forward:

1. A covering letter outlining your suitability of the post (250) words)
2. An application form
3. An up-to- date CV

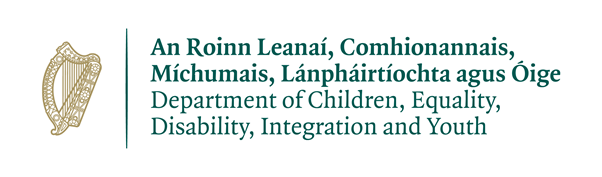
**To** [**bkiernan@youthworkireland.ie**](mailto:bkiernan@youthworkireland.ie%20) **by 5pm, Thursday 29th August 2024**

**Interviews will take place:**

**1st interviews will take place on Monday 23rd September: Slots allocated to shortlisted candidates between10am – 2pm on zoom. A link will be sent to shortlisted candidates.**

**2nd interviews will take place at Mullingar Park Hotel from between 10am – 1pm on Wednesday 2nd Oct 2024**

*Youth Work Ireland and its affiliates are equal opportunities employers.*

A green star with a smiley face

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