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**CONFIDENTIAL APPLICATION FORM FOR EMPLOYMENT**

This application form has been devised to enable the shortlisting process and relates directly to the criteria outlined in the job advertisement. Failure to provide sufficient information/detail in response to the direct questions could result in your application not being shortlisted, due to a lack of information.

**All information provided in this application form will be used solely for the shortlisting and interview process.**

**In line with data protection legislation, documentation from unsuccessful applications will be destroyed once the process has completed.**

**SECTION 1. POSITION DETAILS**

|  |  |
| --- | --- |
| **POSITION APPLIED FOR** | **Finance Manager** |

**SECTION 2. PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Please use BLOCK LETTERS** | |
| Surname: | Forename in full: |
| Residential / Postal Address: | |
| Contacts:  Private ( ) Business ( )  Mobile ( ) Email | |
| Driving Licence Categories: | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EDUCATIONAL QUALIFICATIONS** | | | | | |
| Dates | Educational Institution /Conferring Body | Course of Study and/or Subjects | Qualification Achieved | Grades Achieved |
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| **FURTHER QUALIFICATIONS**  Please provide full details of any further relevant qualifications you may hold, not listed above. | |
| **Membership of professional associations** |  |
| **Professional qualifications** |  |

|  |  |
| --- | --- |
| **Relevant training courses attended** |  |

**SECTION 3. EMPLOYMENT HISTORY**

|  |  |
| --- | --- |
| **MOST RECENT EMPLOYMENT POSITION**  For your current or most recent employment position, please provide the following details: | |
| **Name of employer (please also describe the nature of the business)** |  |
| **Address and tel number** |  |
| **Position Held** |  |
| **Describe main duties and responsibilities** |  |
| **Date of appointment** | **From: To:** |
| **Salary at present/On leaving** |  |
| **State any additional remuneration or allowances** |  |
| **Reason for leaving:** |  |
| **If appointed what level of notice is required** |  |
|  |  |
| **OTHER EMPLOYMENT HISTORY** | |
| **Name of your role and name of your employer** | **Date of employment (from/to) and**  **summary of your responsibilities (add rows below as required)** |
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| **REFEREES**  **Please provide three:** | |
| **Name** |  |
| **Position** |  |
| **Email address** |  |
| **Contact number** |  |
|  |  |
| **Name** |  |
| **Position** |  |
| **Email address** |  |
| **Contact number** |  |
|  |  |
| **Name** |  |
| **Position** |  |
| **Email address** |  |
| **Contact number** |  |
|  |  |

**SECTION 4. ADDITIONAL INFORMATION**

Please answer the questions by illustration from your previous experience. Give specific examples that demonstrate the requested competency.

Please answer in bullet point format.

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| **Summarise your professional experience in a similar role.** |
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| **Provide examples of your experience of running an effective financial infrastructure including budgets, management accounts and managing, developing and reviewing financial control policies and procedures** |
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| **Demonstrate your knowledge and experience of IT skills with reference to accounting and payroll packages** |
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| **Provide examples of your interpersonal and communication skills and of instances where and how you built effective relationships with internal and external stakeholders** |
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| **Outline examples that demonstrate your planning and organisational skills** |
|  |
| **Give examples from your work experience that demonstrate your motivational and positive approaches** |
|  |
| **Outline examples from your work that demonstrate your ability to work on your own initiative** |
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| **Outline your experience of and approach to managing staff** |
|  |
| **Include here any further information that may help in assessing your application, taking account specifically of the desirable criteria outlined in the job documentation.** |
|  |

**SECTION 5. – DECLARATION & SIGNATURE**

I declare that all the information that I have provided on this application is honest. I declare I have not canvassed any member or employee of the Camogie Association or sought for or consented to any manner of canvassing to be undertaken on my behalf and I will not undertake, seek or consent to any such canvassing.

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please send your completed form to [jobs@camogie.ie](mailto:jobs@camogie.ie) or by post to: Personnel, Camogie Association, Croke Park, Dublin 3. **(Postal applications should mark ‘confidential’ on the envelope)**

Closing date for applications is 17 April 2018 at 5.30 p.m. Late applications will not be accepted.

Candidates who do not submit this application form will not be considered for shortlisting.