

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.**

**SECTION 1. POSITION DETAILS**

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| **POSITION APPLIED FOR**  | **Learning and Development Co-ordinator**  |

**SECTION 2. PERSONAL DETAILS**

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

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| **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** |  |

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| **Relevant training courses attended** |  |

### SECTION 3. EMPLOYMENT HISTORY

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| **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**  |  |
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| **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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### SECTION 4. ADDITIONAL INFORMATION

The following section asks you to provide an overview of how you meet the knowledge, skills and experience outlined in the person specification for the post.

Please refer to these specific criteria in the job and person specification and demonstrate your ability to meet same.

**ESSENTIAL CRITERIA**

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| **Qualifications including proven management/organisation/people development/human resources and capacity building skills in sports/voluntary section or relevant area.** **Please outline how your qualifications/experience meet the requirements for the post.** |
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| **Demonstrated understanding of how people and organisations learn and develop.****Please outline how your qualifications/experience meet the criteria.**  |
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| **Experience of conducting needs analysis and collating information to support development of training materials and conducting monitoring and evaluation.****Please outline how your qualifications/experience meet the criteria.** |
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| **Experience of developing training materials.** **Please outline how your qualifications/experience meet the criteria.** |
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| **Excellent organisational skills, including an ability to prioritise, work to deadlines and execute tasks****Please outline how your qualifications/experience meet the criteria.** |
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| **Demonstrated knowledge and understanding of adult learning methodologies.****Please outline how your qualifications/experience meet the criteria.** |
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| **Demonstrated ability to think analytically and creatively****Please outline how your qualifications/experience meet the criteria.** |
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| **Excellent interpersonal skills and demonstrated ability to develop and maintain positive relationships with key stakeholders.** **Demonstrated ability to work across and within teams.****Please outline how your qualifications/experience meet the criteria.** |
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| **Demonstrated experience of staff management and budget management.** **Please outline how your qualifications/experience meet the criteria.** |
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| **Excellent communication and presentation skills including report writing skills****Please outline how your qualifications/experience meet the criteria.** |
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**DESIRABLE CRITERIA**

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| **Train the Trainer (QQI Level 6 Module Certificate 6N3325 and 6N3326) and/or Facilitation Skills accreditation (QQI Level 6 Module Certificate 6N3669) or equivalent e.g. City and Guilds** |  |
| **Experience of working with community and voluntary groups or in the sports sector, especially Gaelic games** |  |
| **Knowledge of Microsoft Office and other IT related packages** |  |

**SECTION 5. REFERENCES**

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| **REFEREE INFORMATION**  |
| Name | Organisation and Position Held | Relationship to You | Contact Details |
|  |  |  | Phone:Email: |
|  |  |  | Phone:Email: |
|  |  |  | Phone:Email: |
| Do you require notification before your referees are contacted? Yes/No |

### SECTION 6. – DECLARATION & SIGNATURE

I declare that all of 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 along with your CV to jobs@camogie.ie or by post to:

**Stephen Flynn**

**Operations Co-ordinator**

**Camogie Association**

**Croke Park**

**Dublin 3**

**(Postal applications should mark ‘private confidential’ on the envelope)**

Friday 1st December 2017 at 5.00 p.m. is the closing date for applications. Late applications will not be accepted.

***Please note that candidates who do not submit this application form will not be considered for shortlisting.***