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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 personal data relating to the recruitment process will be used solely for that purpose. All application forms will be stored in line with data protection guidelines and deleted after the process has been complete. No information provided will be passed on to any third party and solely used for the recruitment process.**

**SECTION 1. POSITION DETAILS**

|  |  |
| --- | --- |
| **POSITION APPLIED FOR** | **Youth Development Co-ordinator** |

**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.** |
|  |
| **Provide examples of your project management experience.** |
|  |
| **Provide examples where you ensured development programmes and initiatives kept pace with changing standards and best practice.** |
|  |
| **Provide examples where you have taken the lead, in the delivering of similar programmes and initiatives.** |
|  |
| **Provide examples where you have supervised and supported interns, work placements and occasional contract workers** |
|  |
| **Outline practical examples of analysing, developing and co-ordinating support services for key stakeholders.** |
|  |
| **Describe your experience using interpersonal skills and developing relationships to achieve targets.** |
|  |
| **Outline examples of your ability as a self-starter and to work independently.** |
|  |
| **Provide examples of your organisational ability and excellent communication/presentation skills.** |
|  |
| **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:

**Technical Development and Participation Officer**

**Camogie Association**

**Croke Park**

**Dublin 3**

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

**Closing date for applications is Friday April 13th 2018 at 5.00 p.m.**

**Late applications will not be accepted.**

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