

**Operations Co-ordinator**

**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** | **Operations 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 | |
| Driving Licence Categories: | |

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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 telephone 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** |  |
| **E-mail address** |  |
| **Contact number** |  |
|  |  |
| **Name** |  |
| **Position** |  |
| **E-mail address** |  |
| **Contact number** |  |
|  |  |
| **Name** |  |
| **Position** |  |
| **E-mail 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 ability to manage your own workload and supervise the work of others concurrently.** |
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| **Demonstrated your experience of planning and scheduling multiple projects, of prioritising tasks and adaptability to changing workloads.** |
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| **Demonstrated your experience and effectiveness as a communicator including report writing, oral and presentation skills** |
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| **Provide examples where you have supervised and managed staff.** |
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| **Provide examples of your experience of working in a cross-functional, team based environment.** |
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| **Provide examples of your ability to problem solve and exercise appropriate judgement and decision making.** |
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| **Include here any further information that may help in assessing your application, taking account specifically of the desirable criteria outlined in the job documentation.** |
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**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:

**Communications Manager**

**Camogie Association**

**Croke Park**

**Dublin 3**

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

**Closing date for applications is Friday June 29th 2018 at 5.00pm.**

**Late applications will not be accepted.**

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