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**Please return the completed Application Form with an attached CV to:**

[info@fedvol.ie](mailto:info@fedvol.ie) Tel no: 091 792316

CONFIDENTIAL APPLICATION FORM

Please fill in this form legibly.

Position applied for:

**Personal Information**

|  |  |
| --- | --- |
| Surname |  |
| First Name (s) |  |
| Address (for correspondence) |  |
| Telephone |  |
| Email Address |  |
| Do you have a current full Irish driving licence? |  |
| Do you own a car? |  |
| Where did you see this vacancy advertised? |  |
| Are you permitted to work in Ireland without a work permit |  |
| Fluency in verbal and written English is an essential requirement of this post, please state your level of English (Please tick) | |  |  | | --- | --- | | Fluent |  | | Average |  | | Basic |  | |
| Please detail your educational qualifications |  |
| Please summarise your previous experience of providing administrative support  (500 words or less) |  |
| Please describe your previous experience in relation to minute taking and meeting organisation |  |
| Please provide examples of your role and experience in relation to report writing |  |
| Please describe your previous experience in relation supporting office management |  |
| Please provide examples of your work as part of a team, and your approach to achieving joint objectives |  |
| Please detail aspects of previous roles in which you took ownership of tasks |  |
| Please describe your previous experience in working with a range of internal and external stakeholders |  |
| Do you have any experience in working with people with an intellectual disability or autism? Please describe if yes |  |
| Please outline your skills and experience in relation to Microsoft Office.  Please include any experience you may have of using graphic/layout skills |  |

**REFEREES**

Give the name, job title, full postal address, telephone number and organisation email address if applicable of **three relevant referees** **for whom you have worked**, or if you have not worked, the Principal of your school or college. It is essential that you include here the name of the person of authority in your current/most recent employment that is familiar with and responsible for the quality of your work. The National Federation of Voluntary Service Providers reserves the right to seek a reference from any or all of the employers for whom you have worked.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the referee |  |  |  |
| Job title of the referee |  |  |  |
| Company |  |  |  |
| Company Address |  |  |  |
| Telephone |  |  |  |
| Company Email |  |  |  |

# ANY FURTHER INFORMATION

Please give below any other relevant information in support of your application.

Please note that applicants will be short-listed for interview on the basis of the information supplied in the Application Form and CV.

I DECLARE TO THE BEST OF MY KNOWLEDGE THAT THERE IS NOTHING IN RELATION TO MY CONDUCT, CHARACTER OR PERSONAL BACKGROUND OF ANY NATURE THAT WOULD ADVERSELY AFFECT THE POSITION OF TRUST IN WHICH I WOULD BE PLACED BY VIRTUE OF THIS APPOINTMENT.

I HAVE NOTED THAT FALSE INFORMATION KNOWINGLY FURNISHED COULD LEAD TO AN OFFER OF EMPLOYMENT BEING WITHDRAWN OR TO DISMISSAL.

SIGNED:

DATE: