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

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 relevant experience (500 words or less) |  |
| Please describe your relevant experience in gathering information from stakeholders to inform project/work plans  |  |
| Please describe your relevant experience in coordinating projects and/or developing training materials  |  |
| Please describe your previous experience in relation to planning, organising, prioritising and meeting deadlines |  |
| Please provide examples of your role and experience in gathering and analysing complex information to produce reports/position papers  |  |
| Please describe your previous experience delivering projects in a complex multi stakeholder environment |  |
| Please describe your relevant knowledge or experience specifically related to the Assisted Decision Making (Capacity) Act, or other similar legislation in other jurisdictions  |  |
| 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 held ownership and responsibility |  |
| Please describe your previous experience in working with a range of internal and external stakeholders |  |
| Please describe your previous experience of working in the areas of community and voluntary sector  |  |
| Do you have any experience in working with people with an intellectual disability or autism? Please describe if yes  |  |
| Please include any IT or project management tools that you would find useful in supporting your work in this role.  |  |

**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.

Please also note that a presentation and/or writing task may form part of the interview process for this role.

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: