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| **Application Form for the Post of:** | **Employment & Enterprise Services Coordinator** |

1. **Guidelines:**

**Please complete the form accurately, giving as many details as possible of your skills and experience in relation to this job application. Short listing will be based on the information gathered in the form and your Suitability Statement. Completion of all sections is mandatory - incomplete applications will not be considered.**

**Applicants Details:**

**Personal Information**

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| **Title:** | **Surname:** | **First Name:** |
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| **Home Address:** |
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| **Contact Details** | |
| **Home Number:** |  |
| **Mobile:** |  |
| **E-mail:** |  |

1. **Education**

Please tell us about your education and any qualifications that are relevant to the Post. Include relevant courses which you are currently undertaking. Please start with your most recent. **\* Mandatory**

**You will be required to produce evidence of your educational qualifications.**

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| --- | --- | --- | --- | --- | --- | --- |
| **Name of School/College/University/**  **Or Training body \*** | **Subject Studied\*** | **Full Time\*** | **Part Time\*** | **Qualification Level (NFQ)** | **Date Gained\*** | **Grade achieved\*** |
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1. **Training**

Please list any training you have received or courses which did not lead to a qualification but which you believe are relevant to the post you are applying for

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| **Training Course** | **Full Time** | **Part Time** | **Competence gained** | **Date of completion** |
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1. **ICT**

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|  | **No knowledge** | **Limited familiarity** | **Extensive use in work** | **Qualification Award (if any)** |
| Microsoft Word |  |  |  |  |
| Microsoft Excel |  |  |  |  |
| Microsoft Outlook |  |  |  |  |
| Database / Statistical Analysis software (please specify) |  |  |  |  |
| Other (please specify) |  |  |  |  |
| Other inc Social media  (please specify) |  |  |  |  |
| Other inc Social media  (please specify) |  |  |  |  |
| Please give further details if relevant | | | | |

1. **Membership of a Professional Body/Institute**

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| **Awarding Body** | **Level of Membership** | **Date Awarded** | **Not Applicable** |
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1. **Employment Record:**

**Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so in Section 8: Experience/Skills. Please indicate if these posts were full or part-time, work programmes or other labour market programme.**

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| --- | --- | --- | --- | --- |
| **1 Current/recent employer/organisation** | | | | |
| **Name:** | | | | |
| **Address:** | | | | |
| **Job Title:** | **Post** | | **From:** | **To:** |
| **Full Time** | **Part Time** |
|  |  |
| **Brief Description of Duties/Responsibilities and key achievements:** | | | | |
| **Reporting To:** | | | | |
| **Reason for leaving/changing** | | | | |
| **Salary and other benefits** | | | | |

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| **2 Employer/Organisation** | | | | |
| **Name:** | | | | |
| **Address:** | | | | |
| **Job Title:** | **Post** | | **From:** | **To:** |
| **Full Time** | **Part Time** |
|  |  |
| **Brief Description of Duties/Responsibilities and key achievements:** | | | | |
| **Reporting To** | | | | |
| **Reason for leaving/changing** | | | | |
| **Salary and other benefits** | | | | |

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| **3 Employer/Organisation** | | | | |
| **Name:** | | | | |
| **Address:** | | | | |
| **Job Title:** | **Post** | | **From:** | **To:** |
| **Full Time** | **Part Time** |
|  |  |
| **Brief Description of Duties/Responsibilities and key achievements:** | | | | |
| **Reporting To** | | | | |
| **Reason for leaving/changing** | | | | |
| **Salary and other benefits** | | | | |

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| **4 Employer/Organisation** | | | | |
| **Name:** | | | | |
| **Address:** | | | | |
| **Job Title:** | **Post** | | **From:** | **To:** |
| **Full Time** | **Part Time** |
|  |  |
| **Brief Description of Duties/Responsibilities and key achievements:** | | | | |
| **Reporting To** | | | | |
| **Reason for leaving/changing** | | | | |
| **Salary and other benefits** | | | | |

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| **5 Employer/Organisation** | | | | |
| **Name:** | | | | |
| **Address:** | | | | |
| **Job Title:** | **Post** | | **From:** | **To:** |
| **Full Time** | **Part Time** |
|  |  |
| **Brief Description of Duties/Responsibilities and key achievements:** | | | | |
| **Reporting To** | | | | |
| **Reason for leaving/changing** | | | | |
| **Salary and other benefits** | | | | |

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| **Please use this section to outline details of any relevant consultancy, retainer, contract or self-employed roles not covered above** |
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| **Please use this section to outline details of any relevant voluntary or board/committee experience not covered above** |
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1. **Experience/Skills**

**Please outline your suitability for the role, especially in the context of the purpose of the role and skills and experience required. This section is for you to give specific information to support your application if not already contained in your Suitability Statement.**

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1. **References:**

**Please give name, address and position/occupation of two referees. One must be your present or most recent employer. Testimonials or references from friends and relatives are not acceptable.**

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| **Name:** | | | |
| **Position:** | | | |
| **Organisation:** | | | |
| **How are they familiar with your work?** | | | |
| **Address:** | | | |
| **Contact Numbers:** | **Work:** | **Mobile** | **E-Mail** |
| **Name:** | | | |
| **Position:** | | | |
| **Organisation:** | | | |
| **How are they familiar with your work?** | | | |
| **Address:** | | | |
| **Contact Numbers:** | **Work:** | **Mobile** | **E-Mail** |

**Do you require a work permit? Yes ( ) No ( )**

**Do you have a full, current driving licence? Yes ( ) No ( )**

1. **Declaration and Signature**

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| * *I declare to the best of my knowledge and beliefs, all particulars I have given are complete and true. I understand that any false declaration, misleading statement or significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to satisfactory references, sight of educational awards relied upon in this application or at interview.*   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signed Date** |

By signing and returning this application form you consent to the ILDN using the information about you, or third parties such as referees, relating to your application for employment. This information will be used solely in the recruitment process. (see **Data Protection** below)

**Thank you for completing the form.**

* Applications Forms and Suitability Statement to be submitted to [manager@ildn.ie](mailto:manager@ildn.ie)
* ILDN is an equal opportunities employer.

1. **Data Protection**

All personal information provided on this application form will be stored securely and will be used only for the purposes of the recruitment process. Application forms will be retained for a period of one year, and in the case of a successful candidate, for the duration of employment and a minimum of one year thereafter. This information will not be disclosed to any external third party without your consent, except where necessary to comply with statutory requirements. Internally, the information may be made available to the relevant Line Manager, members of the Board and to the Short listing/Interviewing Panel. You may, at any time, make a request for access to the information held about you as outlined. Should you wish to make any changes, or erasures to any of the information stored about you, please contact the ILDN Chairperson.