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| **Louth LEADER Partnership****Partnership Court****Park Street****Dundalk** **Co. Louth****A91V2KF**  |  |
| **Application Form for the post**  | **Integration Development Coordinator (Fluency in English & Ukrainian)** |

1. **Guidelines**

Dear Applicant,

Thank you for your interest in this post. Please complete 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. Please read in conjunction with the Job Description. Completion of all sections is mandatory, as incomplete applications will not be considered.

PLEASE DO NOT SUBMIT CVs.

All applications must be returned by Post/hand delivered to Louth LEADER Partnership, Park Street, Dundalk Co. Louth A91V2KF. 3 copies of your completed Application Form, with cover letter must be received no later than **Friday 19th of April at 12.00 noon.** Hand written applications will not be accepted.

1. **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** |  |

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| If appointed, when would you be available to commence work? |  |

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| Do you have your own transport? | Do you have a full clean driver’s licence? |
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| I confirm that I satisfy Citizenship Eligibility requirements.  | YES NO (candidates must satisfy this criteria) |

1. **Education**

Please outline your education and any qualifications, which you feel are relevant to the post. Include relevant courses, which you are currently undertaking. Please start with your most recent. Please ensure all sections in this category are filled as it determines the selection process rating for shortlisting. Additionally, you will be required to produce documentation evidencing your qualifications.

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| --- | --- | --- | --- | --- | --- | --- |
| **Name of School/****College/****University/****Or Training Body**  | **Subject Studied** | **Full Time** | **Part Time**  | **Qualification Level** **(National Qualification Framework Standard)**[**http://www.qqi.ie/Pages/National-Framework-of-Qualifications-%28NFQ%29.aspx**](http://www.qqi.ie/Pages/National-Framework-of-Qualifications-%28NFQ%29.aspx) | **Date Gained**  | **Grade Achieved** |
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1. **Training**

Please list any training courses which did not lead to a qualification that you believe are relevant to the post for which you are applying.

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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) |  |  |  |  |
| Dropbox |  |  |  |  |
| Social Media |  |  |  |  |
| Other (please specify) |  |  |  |  |
| Please give examples of the use you have made of the Internet to support/enhance your work in previous employments. |

1. **Membership of a Professional Body/Institute (if applicable)**

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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 time, part time, voluntary, a work placement initiative or other such work programmes, including C.E., Job Initiative, Tús, Job Bridge, other labour market programme.

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| **Current/most recent employer/organisation** |
| **Name** |
| **Address** |
| **Job Title** | **Post** | **From: Exact Dates** | **To: Exact Dates** |
| **Full Time** | **Part Time**  |
|  |  |
| **Brief Description of Duties/Responsibilities and Key Achievements** |
| **Reporting to**  |
| **Reason for Leaving/Changing** |
| **Salary/Other Benefits** |
| **Employer/Organisation** |
| **Name** |
| **Address** |
| **Job Title** | **Post** | **From Exact Dates** | **To Exact Dates** |
| **Full Time** | **Part Time**  |
|  |  |
| **Brief Description of Duties/Responsibilities and Key Achievements** |
| **Reporting to** |
| **Reason for Leaving/Changing** |
| **Employer/Organisation** |
| **Name** |
| **Address** |
| **Job Title** | **Post** | **From Exact Dates** | **To Exact Dates** |
| **Full Time** | **Part Time**  |
|  |  |
| **Brief Description of Duties/Responsibilities and Key Achievements** |
| **Reporting to** |
| **Reason for Leaving/Changing** |
| **Employer/Organisation**  |
| **Name** |
| **Address** |
| **Job Title** | **Post** | **From Exact Dates** | **To Exact Dates** |
| **Full Time** | **Part Time**  |
|  |  |
| **Brief Description of Duties/Responsibilities and Key Achievements** |
| **Reporting To** |
| **Reason for Leaving/Changing** |
| **Employer/Organisation**  |
| **Name** |
| **Address** |
| **Job Title** | **Post** | **From Exact Dates** | **To Exact Dates** |
| **Full Time** | **Part Time**  |
|  |  |
| **Brief Description of Duties/Responsibilities and Key Achievements** |
| **Reporting To** |
| **Reason for Leaving/Changing** |

1. **Experience/Skills**

This section is for you to give specific information to support your application, after reading the Job Description. Your experience may include voluntary work, special interests relevant to the post. It is important you provide evidence of your achievement by giving examples to support your application.

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1. **Please outline other related experience**

Please use this box to demonstrate other related experiences relevant to the post, including any voluntary experience .

1. **References**

Please give the name, address and position/occupation of two referees. One must be your present or most recent employer. References will only be taken up if being considered for the appointment. Testimonials or references from friends and relatives are not acceptable.

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| **Referee 1**  |
| **Name** |
| **Position** |
| **Organisation** |
| **Address** |
| **Contact Details** | **Work** | **Mobile** | **E-Mail**  |
| **Referee 2** |
| **Name** |
| **Position** |
| **Organisation** |
| **Address:** |
| **Contact Details** | **Work** | **Mobile** | **E-Mail** |

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 two years, and in the case of a successful candidate, for the duration of employment and a minimum of seven years 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 Short listing/Interviewing Panel and to the relevant line manager. 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 to any of the information stored about you, please contact the CEO Louth LEADER Partnership.

1. **Declaration and Signature**

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| *I understand and agree to the following:** *Canvassing will result in immediate disqualification*
* *The post may be subject to Garda Vetting*
* *In the event of securing the post, I understand that should any information I have given in this application be false, misleading or incomplete, it may lead to my employment being terminated*
* *The employer reserves the right to only interview on the basis of information supplied in the application form*
* *Louth LEADER Partnership is an equal opportunities employer, committed to ensuring that the talents and resources of all our employees are utilised to the full. In line with We will not discriminate unfairly against any individual in matters of recruitment or selection for any position, promotion, training or development in line with the Employment Equality Act, 1998, Equality Act 2004, Civil Law (Miscellaneous Provisions) Act 2011, Equality (Miscellaneous Provisions) Act 2015*
* *I declare to the best of my knowledge that 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*
* *By signing and returning this application form you consent to Louth LEADER Partnership using the information about you, or third parties such as referees, relating to your application. This information will be used solely in the recruitment process. (See Data Protection section 11)*

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Signed Date** |

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| **Application Process** |
| * Applications must be made by way of the Application Form only
* Please return three copies of your completed application form including a detailed cover letter to Louth LEADER Partnership, Partnership Court, Park Street, Dundalk, County Louth, A91V2KF
* Closing date for receipt of applications **Friday 19th of August 2022 at 12.00 noon**
* No late applications will be accepted
* Interviews will be held in Dundalk on **25th August 2022**
* You will be advised of the outcome of your application in writing
* Louth LEADER Partnership CLG is an equal opportunities employer
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**Thank you for completing the form.**

**This post is funded through a special allocation from the Department of Community and Rural Development and Louth Local Community Development Committee, under the Social Inclusion and Community Activation Programme**

