**APPLICATION FOR EMPLOYMENT**

**PRIVATE AND CONFIDENTIAL**

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| Position Applied for: | Development Coordinator |

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| Personal details |

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| Last Name: |  | **First Name:** |  |

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| Address: |  |
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| Postcode: |  |

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| **Contact No.** |  |

|  |  |
| --- | --- |
| **Email:** |  |

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| Are you eligible to work in the Republic of Ireland | Yes |  | No |  |

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| 2. Education & Training /Professional Qualifications |

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| **Name of School or College** | **Dates** | | Attendance  **Full-Time, Part-Time, Day, Evening etc.** | Exams, Degrees & Qualifications  Indicate the year, the type of exam and the subject and grade obtained | |
| **From** | **To** |
| 1. School and Further Education | | | | | |
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| 1. Professional /Technical Training / Qualifications / Membership | | | | | |

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| 3. Details of other formal/non-formal learning undertaken in the last 3 years (This may include IT upskilling, involvement in partnership committees/sub-committees, attendance at seminars, representative role(s) and other professional development.) |

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| Please give details: |

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| 4. Employment History |

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| **Previous Employment:** Please include any previous experience starting with the most recent first. |

**Current or most recent employer**

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| Name of Employer: |  |

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| Address: |  |
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| Position Held: |  |

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| Date Started: |  | Leaving Date: |  |
| Reason for Leaving: |  | | |

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| --- |
| **Brief description of duties:** |
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**Previous employer**

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| --- | --- |
| Name of Employer: |  |

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| Address: |  |
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| Position Held: |  |

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| --- | --- | --- | --- |
| Date Started: |  | Leaving Date: |  |
| Reason for leaving: |  | | |

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| --- |
| **Brief description of duties:** |
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|  | |

**Previous employer**

|  |  |
| --- | --- |
| Name of Employer: |  |

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| --- | --- |
| Address: |  |
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| Position Held: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |  | Leaving Date: |  |
| Reason for leaving: |  | | |

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| **Brief description of duties:** |
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Continue on separate sheet if necessary

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| 5. Experience and Competencies |
| **Skills, abilities, and experience**  Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples). |
| **Essential Criteria**  **Please specify using recent examples how you meet the criteria for this position** |
| 1. Project development *(maximum 200 words)* |
| (B) Goal setting and delivery of results *(maximum 200 words)* |
| (C) Research and resource development *(maximum 200 words)* |
| (D) Building relationships and stakeholder communication *(maximum 200 words)* |
| (E) Workshop development and facilitation *(maximum 200 words)* |
| **Additional Information** |
| Information which you consider relevant to your application in addition to that provided above. Including, but not limited to, experience in Irish HE and student engagement knowledge. |

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| 6. DATA PROTECTION |

All personal information provided on this application form will be stored securely by NStEP and will be used for the purposes of the recruitment process.  Application forms will be retained for a period of one year. By submitting this application form, you consent to your information being submitted to and viewed by interviewing staff at NStEP, USI, QQI and the HEA.

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| 7. Declaration |

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| In submitting this application form, I declare to the best of my knowledge and belief 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 successfully securing satisfactory references, a pre-employment medical examination and successful completion of required probationary period.  I consent to personal data being processed as stated in section 8 of this form. |

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| Signed: |  | **Date:** |  |
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