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|  **Application for the Post of:** | **Not So Different Ability Employment Support Officer** |
| **Salary Scale:**  | HSE Salary Grade V - subject to experience  |

1. **Purpose of the information requested.**

The purpose of this application form is to provide applicants an opportunity to demonstrate their skills, competencies and experience relative to the Job as advertised. The information gathered will be used for shortlisting purposes. This application works in conjunction with the job description. All information requested must be provided in an accurate and concise manner. Note: Incomplete forms or inaccurate information presented will not be disqualified from in this recruitment process.

**\*\*\*\*\*Applications must be submitted in MS Word format \*\*\*\*\*\***

1. **Applicants Information**

**Personal Details**

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| --- | --- | --- |
| **Title:** | **First Name** | **Surname** |
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| **Address (Place of primary residence)**  |
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| **Primary Contact Details**  |
| **Home Number:** |  |
| **Mobile:** |  |
| **E-mail:** |  |

1. **Education**

Please list all education and qualifications which are relevant to the position as advertised starting with the most recent. Include any training or education endeavours which might be currently underway.

**Supporting evidence will be required if selected for interview**

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| Name of Training Provider(University, college or training body) | Course Title | Full Time | Part Time | Qualification attained as referenced in the 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-%252528NFQ%252529.aspx) | Year |
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1. **Training**

Provide list any training courses completed with industry certification relevant to this position

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| --- | --- | --- | --- | --- |
| **Training Course** | **Full Time**  | **Part Time**  | **Industry accreditation**  | **Year** |
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| **Training Course** | **Full Time**  | **Part Time**  | **Industry accreditation**  | **Year** |
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1. **Information Communication Technology (ICT) Experience**

Please outline your experience and qualifications of Information and Communication Technologies.

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|  | **No knowledge** | **Limited familiarity** | **Extensive use in work** | **Qualification Award (if any)**  |
| Microsoft Office 365 |  |  |  |  |
| CRM (Salesforce, Microsoft Dynamics or similar.)  |  |  |  |  |
| Other (please specify) |  |  |  |  |
| Provide concrete examples of the types of ICT used in your career  |

1. **Employment Record:**

Please provide the information requested relating to your career starting with 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 7: Qualifications and experience*. Please indicate if these posts were full time, part time, voluntary, a work placement initiative or other such work programmes.

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| **6.1 Current employer or most recent employer** |
| **Employer Name** |
| **Employer Address** |
| **Job e:** | **Post** | **Year From:** | **Year To:** |
| **Full Time** | **Part Time**  |
|  |  |
| **Brief description of main duties, responsibilities and key achievements** |
| **Reporting To:**  |
| **Reason for leaving** |
| **Current Salary:**  |

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| **6.2 Employer** |
| **Employer Name:** |
| **Employer Address:** |
| **Job Title:** | **Post** | **Year From:** | **Year To:** |
| **Full Time** | **Part Time**  |
|  |  |
| **Brief description of main duties, responsibilities and key achievements** |
| **Reporting To:** |
| **Reason for leaving** |

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| **6.3 Employer** |
| **Employer Name:** |
| **Employer Address:** |
| **Job Title:** | **Post** | **Year From:** | **Year To:** |
| **Full Time**  | **Part Time**  |
|  |  |
| **Brief description of main duties, responsibilities and key achievements** |
| **Reporting To:** |
| **Reason for leaving** |

1. **Qualifications and Experience**

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| Please evidence how your experience and qualifications meet the criteria set out in the Job Description. Included in this can be any work experience, volunteering and / or other life experience in addition to what is outlined above.  |
| **Qualifications:** Demonstrate how the qualifications relate to the role of Not So Different Employment Support Officer as outlined in the job description |
|  |
| **Experience:** Demonstrate how your professional experience and employment history relate to this job description, in particular any experience relating to areas identified in as follows:* Programme Implementation particularly Coaching, Mentoring and Support
* Leadership and Coordination of Ability Programme
* Programme administration and finance
* Neuro-diversity – working with neuro-diverse young people (15-29 years) through Ability Programme
* Working with families, educators, healthcare professionals and service providers supporting neuro-diverse young people through Ability Programme
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1. **Other**

Please provide any additional information of your professional or personal interests, which may be deemed relevant to this role as outlined in the job description

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| **9. GENERAL INFORMATION** |

As the work of Not So Different includes working with vulnerable adults and young people Garda Vetting will be required for this position.

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| Are you willing to undertake a Garda Vetting Application? | Yes  | No |

1. **References**

As part of our requirement process, references are sought from two referees, one of which must be current employer. References will only be checked for successful candidate.

|  |  |  |
| --- | --- | --- |
| Are you willing to supply details from two referees  | Yes  | No |

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| **Name:** |
| **Position:** |
| **Organisation:** |
| **Address:** |
| **Contact Numbers** | **Work:** | **Mobile:** |
| **E-mail** |  |

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| **Name:** |
| **Position:** |
| **Organisation:** |
| **Address:** |
| **Contact Numbers** | **Work:** | **Mobile:** |
| **E-mail** |  |

1. **Declaration and Signature**

*I understand and agree to the following:*

* *Canvassing will result in immediate disqualification.*
* *Appointment to the role of Employment Support Officer is subject to the outcome of the Garda Vetting process*
* *Should the Not So Different employ me and should any of the information I have given in this application be false, misleading or incomplete, it may lead to my employment being terminated.*
* *Not So Different reserves the right only to interview on the basis of information supplied in the application form by candidates who meet the criteria for the post.*
* *Not So Different is an equal opportunities employer, committed to ensuring that the talents and resources of all our employees are utilised to the full. We will not discriminate unfairly against any individual in matters of recruitment or selection for any position, promotion, training or development irrespective of; gender, civil status, race, disability, religious belief, sexual orientation, Family Status, membership of the Traveller Community or Age.*
* *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 and successful completion of a probationary period.*

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**Signed Date**

By signing and returning this application form you consent to the Not So Different using the information about you, or third parties such as referees, relating to your application of future employment. This information will be used solely in the recruitment process. (see Data Protection section 12) .

**Thank you for completing the form. Please print on both sides of the paper.**

**Application Process Stage 2**

* Please send the completed application form, CV and Cover Letter **by email** to **info@notsodifferent.ie****. Include the job title in the subject field.**
* Only fully completed application forms will be accepted.
* Closing date for fully completed applications is 5**pm on Friday 13th December, 2019.**
* No late applications will be accepted.
* Canvassing will lead to disqualification.
* Not So Different is an Equal Opportunity 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 two years, 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 Shortlisting/Interviewing Panel. You may, at any time, make a request for access to the information held about you as outlined.