

Application form for the post of

National Programme Manager

Teen Parents Support Programme

Note. Please type your responses – hand-written application forms will **not** be accepted. Applicants will be short-listed for interview on the basis of information supplied on their applications.

1. **Personal Details**

Name:

Address:

Telephone: Email:

**Please note that if you are selected for interview we will contact you via e-mail**.

Do you require any special facilities/arrangements to apply for this position or if selected, at interview?

*(If yes, please contact us or specify*) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Please list your educational and academic achievements including post qualification courses/training you consider relevant to this post.**
2. **Please provide a description of your role and achievements in your previous employments and reasons for leaving.**

4**. Why do you want to be the National Programme Manager for the Teen Parent Support Programme with Treoir?**

5**. Provide an example of your ability to work with a diverse range of stakeholders in a national and local context.**

6. **Describe your knowledge and experience of computer skills and IT applications.**

**Applications should be emailed to recruitment@treoir.ie  no later than 4pm on Friday 11th March 2022.  Please use the subject line Teen Parents Programme Manager. *It is envisaged that interviews will take place the week of 28th March 2022.***

**Applications received after Friday 11th March will not be considered.**

**IMPORTANT NOTES**

* Candidates attend for interview at their own expense.
* Please note that canvassing by, or on behalf of applicants, will disqualify them from the competition.
* Candidates should allow sufficient time to ensure that the application form is emailed not later than the date and time for acceptance. For e-mail applications it is the time received not the time sent that is recognised.
* Two referees will be required if you are to be considered for appointment.
* The information supplied in this form is held on the understanding of confidence, subject to the requirement of the Freedom of Information Act 1997 or other legal requirements.

*I hereby declare that the above statements are true to the best of my knowledge. I understand that any deliberate mis-statement may render me liable to dismissal, if employed. I further declare that there is no known reason or event that would render me unsuitable for the post.*

**Signature of Applicant: Date:**



**Section 39 funded HSE post**