

|  |
| --- |
| **TREOIR SENIOR INFORMATION & TRAINING OFFICER****APPLICATION FORM** |

Candidates will be short listed for interview on the basis of information supplied on their applications.

This application form, when completed, should be returned to **recruitment@treoir.ie** with Senior Information and Training Officer in the subject line.

|  |  |
| --- | --- |
| **Name in full** |  |
| **Address** |  |
| **Email:** |  |
| **Telephone Mobile** |  |
| **Notice Period (when are you available to start).** |  |
| **Have you previously applied to or been employed by Treoir?** **If Yes, please give details**  |  |

**Employment History:**

Please start with your most recent employment history. Include any period of unemployment. No period should be left unaccounted. (Where citing voluntary experience you must provide evidence of number of days/hours etc. worked over what period of time). If necessary, continue on a separate sheet.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Employers Name & Address** | **Position Held and Brief List of Duties and Responsibilities** | **Reason for Leaving/Salary** |
| **From** | **To** |
|  |  |  |   |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Education and Qualifications Record**

**Third Level:**

|  |  |  |
| --- | --- | --- |
| **Dates** | **School, College or University** | **Qualification** |
| **From** | **To** |
|  |  |  |
|  |  |  |

**Professional / Occupational Training/ Courses Attended**

(Most recent training first)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | **College, Institute or Employer** | **Type of Training e.g. Full time, part time, distance learning** | **Qualifications obtained** | **Year of Award** |
| **From** | **To** |
|  |  |   |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| Describe the **skills & experience** you possess in the following areas that would enable you to fulfil the role as described in the job description. You should give specific examples from your past employment and the **key elements** you think are important in delivering the tasks. |

|  |
| --- |
| **Providing Information in a range of formats, over the phone, in writing, online or in person:**  |
|   |

|  |
| --- |
| **Developing materials for publication, e.g. leaflets, reports, documents etc for a range of users:**  |
|   |

|  |
| --- |
| **Ensuring information is accurate, accessible and up to date:** |
|  |

|  |
| --- |
| **Recording data from the work and utilising it to inform policy:**  |
|  |

|  |
| --- |
| **Delivering Training either in person or online to a range of stakeholders:** |
|   |

|  |
| --- |
| **Please state why you wish to be the Senior information & Training officer with Treoir:** |
|  |

**Work References:** (Please give names and addresses of two persons, other than persons related to you, who can give a reference for previous employment.

(a) Name: (b) Name:

Occupation: Occupation:

Tel No.: Tel No.:

Address: Address:

Email Email:

**Data Protection Clause:**

All personal information provided on this application form will be stored securely by the organisation and will be used for the purposes of the recruitment process. Application forms will be retained for a minimum of 12 months in the case of unsuccessful applicants and in the case of a successful candidate for the duration of their employment and for a minimum of two years thereafter. This information will not be disclosed to any third party without your consent except where necessary to comply with statutory requirements. Internally your information will be kept confidential and only made available as necessary. You may at any time make a request for access to the personal information held about you. Should you wish to make any changes in relation to the information stored about you, please contact the HR Department.

**Declaration:**

|  |
| --- |
| I hereby certify that all statements given by me on this application are true and correct without omission and that any mis-statements given may disqualify my application or in the event of my obtaining employment result in disciplinary action up to and including dismissal. I also fully recognise that canvassing will disqualify my application. |

Are there any current/ previous personal, employment or background reasons that may be recognised now or at a later stage as deeming you unsuitable to work with children and/or young people and/or vulnerable adults. If yes, please state your reason(s) below.

Yes\_\_\_\_ No\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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