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**INISHOWEN DEVELOPMENT PARTNERSHIP**

**Important**

You can either print out this application form and complete with black pen or use Adobe Acrobat to complete this form electronically.

Instructions on completing application form electronically:

1. **Save the document to your computer.**
2. **Fill in all relevant text areas.**
3. **Save your application as you complete each section.**
4. **Once completed, attach the PDF to an email and return to ALONG your CV to** [**enquiries@inishowen.ie**](mailto:enquiries@inishowen.ie)

Note: Apple MAC users, do not use Preview to complete this form, thank you



Text

Description automatically generated

**Connecting Communities Development Officer (3 days/week equivalent)**

This Application Form, when completed, should be returned with cover letter to:

#### by email to enquiries@inishowen.ie

**Closing Date: Monday December 4th at 12 noon**.

Surname (Block Capitals): - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Name (Block Capitals): - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address (for correspondence): -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent Address (if different): - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No: - Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_

Please note interviews will be in person at IDP Buncrana. Do you require any special facilities/arrangements if called for interview: YES / NO

If yes, please specify:

Do you hold a full driving licence? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have access to a car? *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

# PARTICULARS OF EDUCATION

1. **EDUCATION/QUALIFICATIONS OBTAINED**

|  |  |  |  |
| --- | --- | --- | --- |
| **School, College, University attended** | Period **From To**  **(Please indicate if Full-Time or Part-Time)** | **Examinations taken indicating which level e.g., Level 7, 8 etc.**  **(with dates)** | **Results (Grade Obtained 1, 2.1 …Pass)** |
|  |  |  |  |

# RECORD OF EMPLOYMENT EXPERIENCE TO DATE

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** | Period of Employment  To From and Reason for Leaving | **Position Held** | **Duties/Responsibilities** |
|  |  |  |  |

N.B. PLEASE COMPLETE PAGE NUMBERS 3 & 4 IN FULL.

RECORD OF EMPLOYMENT EXPERIENCE TO DATE

|  |  |  |  |
| --- | --- | --- | --- |
| Employer | Period of Employment  To From and Reason for Leaving | Position Held | Duties/Responsibilities |
|  |  |  |  |

N.B. PLEASE COMPLETE PAGE NUMBERS 3 & 4 IN FULL.

PLEASE ALSO SUBMIT A CURRICULUM VITAE

Details of Relevant Experience

|  |
| --- |
| In relation to the employment record you have supplied please give details of **your experience in the following areas.** You should ensure that the example(s) you use is from a recent period in your employment which you feel most equips you for this position. |

**1.** Outline your experience of Community Development and/or Community Education specifically referring to any support work with Migrant, BME, Asylum Seekers or Refugee Communities.

**2.** Outline your knowledge and experience of Public Sector Duty, current legislation re IPAS, Asylum seeking and Refugees in an Irish Conext and what the main barriers are for target groups

**3.** Please tell us about your hands on experience of developing, delivering, and organising community activities including experience of volunteer coordination in a community setting and how this experience will benefit you in this role.

**4.** The Connecting Communities role will involve working at a county level with project partners and agencies, along with local Community Hubs and multiple collaborators, to enhance the delivery of the needs, challenges and opportunities identified by our migrant community. Please explain your experience of teamworking and collaboration and how it will be of use for this work structure.

**5.** Outline your experience of report writing and evaluation of projects - how you would use these skills to support this project and its activities.

**6.**Why does this role appeal to you? Briefly outline what you see as the core values and culture of the IDP Connecting Communities project.

**7.** Please outline three examples of recent and relevant work/ projects to support your application.

(**vi) Level of IT Skills**:

Please tick below to indicate competency with the following

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | No Knowledge | Basic Knowledge | Good Knowledge | Extensively Used |
| Databases (e.g. MS Access) |  |  |  |  |
| Email |  |  |  |  |
| File Management |  |  |  |  |
| Presentations ( e.g. powerpoint) |  |  |  |  |
| Social Media |  |  |  |  |
| Spreadsheets (e.g. MS Excel) |  |  |  |  |
| Website Management |  |  |  |  |
| Word Processing |  |  |  |  |
| Film/Media Production |  |  |  |  |
| Zoom |  |  |  |  |
| Slack |  |  |  |  |

Period of Notice – How soon after an offer of employment could you take up employment?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  |  |

**PLEASE PROVIDE THE NAMES OF TWO RESPONSIBLE PERSONS AS REFEREES, TO WHOM YOU ARE WELL KNOWN BUT NOT RELATED. (IF YOU ARE IN EMPLOYMENT, ONE OF THE REFEREES SHOULD BE AN EXISTING EMPLOYER)**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Before signing this form, please ensure that you have replied fully to all questions.

I, the undersigned, HEREBY DECLARE, all the foregoing particulars to be true.

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidates may be shortlisted based on information given in this Application Form & Coversheet

**\*\*** Closing date for applications: **12 noon on**: **Monday, December 4th, 2023**.

**\*\***. Salary scale for this position is €35,977 pro rata.

*Inishowen Development Partnership is an equal opportunities employer and welcomes applications from all sections of society. The appointment is subject to normal recruitment procedures including Garda/Police Vetting*.

RECEIPT OF APPLICATION – Candidates who send their Application, and Cover letter by email should allow sufficient time to ensure receipt by IDP, not later than the latest date and time for acceptance.

N.B. CANVASSING BY OR ON BEHALF OF THE APPLICANT

WILL AUTOMATICALLY DISQUALIFY.

**(vii) Additional/Relevant Information:** Please use this section to detail any other information you feel would be relevant to your application. You are encouraged to include experience of any voluntary/unpaid activities that you have been involved in. If including qualifications, please state the date they were obtained, and the grade /level achieved. Attach and label any additional sheets used.