Text

Description automatically generated

**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

**ChangeMakers Project Co-Ordinator ( P/T)**

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

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

Closing Date: **April 19th at 1.00pm with tentative zoom interview date of April 22nd, 2021**

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

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

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

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

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

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

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

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

Due to Covid 19, if you are called for an interview, it will be on Zoom. Do you require any special facilities/arrangements if called for interview: YES / NO

If yes, please specify:

How did you hear about this position:

Word of Mouth Local Newspaper IDP Website IDP Job Club

Intreo Social Media(Facebook)

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**

**2. Outline your knowledge and experience of Development Education, Social Justice, and the UN Sustainable Development Goals**

**3. Please tell us about your project management and strategic planning experience and how it will be of use in this role**

**4. ChangeMakers is managed by a Steering Group, comprising the three project partners, and has a coordinator and panel of facilitators to support the delivery of the project activities. Please explain your experience of teamworking and how it will be of use for the ChangeMakers structure.**

**5. Outline your experience of report writing and how you would use it to support the ChangeMakers 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 Changemakers project and the 3 project partners**

**7. Please provide 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 |  |  |  |  |

Number of days sickness absence in the last 2 years: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please state number of occasions in the last 2 years: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE SUBMIT YOUR CURRICULUM VITAE

WITH THIS APPLICATION.

Candidates may be shortlisted based on information given in this Application Form and their CV.

**\*\*Interviews for those successfully shortlisted are provisionally scheduled**

**for April 22, 2021**

ONLY EMAILED APPLICATIONS WILL BE ACCEPTED.

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

WILL AUTOMATICALLY DISQUALIFY.

**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.