

**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 with your coverletter and your CV to** **enquiries@inishowen.ie**

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



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|  | **Logo, company name  Description automatically generated**  **INISHOWEN DEVELOPMENT PARTNERSHIP** |

**Project Administrator (F/T**) This position is full time until December 31st 2021 with continuation subject to funding.

This Application Form, when completed, should be returned with your Cover letter and CV by email to enquiries@inishowen.ie

Closing Date: **1.00 pm on**: **April 19th, 2021**

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

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

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

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

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

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

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) Active Link Other

Please specify Other

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|  |

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

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

# PARTICULARS OF EDUCATION

1. **EDUCATION/QUALIFICATIONS OBTAINED (Start with most recent)**

|  |  |  |  |
| --- | --- | --- | --- |
| **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.PLEASE ALSO SUBMIT A CURRICULUM VITAE

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|  |  |  |  |

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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. Please tell us how your work experience to date aligns and fits with the role of Project Administrator with IDP? Please refer to any specific projects you have been involved in.

**(ii)** From your perspective, what are the key priorities for efficient project management and how would you approach this role? Highlight any examples of system and database management that you have worked on.

**(iii)** Give an example, of your experience in supporting participants with enquiries, outlining how you have used your communication or customer service skills to achieve a positive outcome.

**iv)**. What is your understanding of EU Procurement Rules and organising contracts and payments for trainers?

**v)** Please outline your experience if any of writing reports and submitting data to funders?

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

Please outline your Information Communications Technology (ICT) skills and experience e.g MS Office Suite; particularly MS Word, EXCEL, Access, and PowerPoint, and any Customer Relationship Management (CRM) systems you have used.

Please tick below to indicate competency with the following

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

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

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| --- |
|   |

**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)**

|  |  |  |
| --- | --- | --- |
|  | **Referee 1** | **Referee 2** |
| **Name** |  |  |
| **Address** |  |  |
| **Phone No** |  |  |
| **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 A COVER LETTER AND YOUR CURRICULUM VITAE

WITH THIS APPLICATION.

Candidates may be shortlisted on the basis of information given in this Application Form, Coversheet and CV.

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

**for week beginning April 26th and will be held via Zoom. Candidates will be notified by email.**

RECEIPT OF APPLICATION – Candidates who send their Applications & CVs 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.