

## LADIES GAELIC FOOTBALL ASSOCIATION & THE CAMOGIE ASSOCIATION

### Part – Time Government Support Scheme Administrator (Contract for Service)

#### APPLICATION FORM

In the initial consideration of candidates, the information supplied by them plays a significant part in determining who should attend for interview. It assists to have the information in an orderly form and it ensures that the comparison is thorough and fair.

It is therefore in the candidate's interest to complete this application form clearly and be written with understanding, accuracy and legibility. **All sections of the form must be completed.**

Information given will be used only for the purposes of this application and will be treated in a confidential manner. The application form will be a part of the selection criteria. Illegible forms may be withdrawn.

Instructions:

1. The completed application form must be returned so as to arrive **not later than 4.00 p.m. on Friday 13<sup>th</sup> January 2017.** Application forms received after the deadline date and time will not be accepted.
2. Completed applications must be returned via post to the address below or via email to [jobs@camogie.ie](mailto:jobs@camogie.ie):  
Ali Nolan  
The Camogie Association  
Croke Park,  
Dublin 3
3. Postal applications should be posted to arrive with The Camogie Association on or before the date shown above.
4. **This application form has been devised to enable the short-listing process and relates directly to the criteria outlined in the advertisement. Failure to provide sufficient information/detail in response to the direct questions could result in your application not being short-listed, due to a lack of information.**



### SECTION 3. QUALIFICATIONS CONTD

DEGREE AND/OR POST GRADUATE DIPLOMAS, MASTERS, CERTIFICATES etc					
Dates Attended		College/Institute Attended	Course Pursued	Subject	Result/Grade
From	To				

FURTHER QUALIFICATIONS	
Please provide full details of any further relevant qualifications you may hold, not listed above.	
MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS	
PROFESSIONAL QUALIFICATIONS	
RELEVANT TRAINING COURSES ATTENDED	

INFORMATION TECHNOLOGY
Please describe below how your level of skill and experience meets the essential IT requirements for the role.

## SECTION 4. EMPLOYMENT HISTORY/ CONTRACT WORK

MOST RECENT EMPLOYMENT POSITION	
For your current or most recent employment position/contract work, please provide the following details:	
<b>Name of Employer (please also describe the nature of the business)</b>	
<b>Address and Tel number</b>	
<b>Position Held</b>	
<b>Describe main duties and responsibilities</b>	
<b>Date of Appointment</b>	<b>From :</b> _____ <b>To:</b> _____
<b>Availability to Start</b>	





## SECTION 6. ADDITIONAL INFORMATION CONTD

### KNOWLEDGE AND EXPERIENCE

Briefly outline how you meet the knowledge and experience requirements that are essential and desirable for this role.


### PLANNING & ORGANISING SKILLS

Provide an example of how you have demonstrated the planning and organising skills necessary to be successful for this role.


### INITIATIVE

Describe a time when you have made improvements or suggested new ideas in your previous employment in order to meet a specific objective. What were your ideas and what was the result?


## SECTION 7. REFERENCES

REFEREE INFORMATION			
Name	Organisation and position held	Relationship to you	Contact details
			Phone : Fax : Email :
			Phone : Fax : Email :
			Phone : Fax : Email :
Do you require notification before your referees are contacted?		Yes / No	

## SECTION 8 – DECLARATION & SIGNATURE

I hereby certify and declare that:

- (a) All of the information that I have provided on this application has been honestly and accurately articulated to the best of my knowledge and belief.
- (b) I have not canvassed any member or employee of the Ladies Gaelic Football Association or The Camogie Association or sought for or consented to any manner of canvassing to be undertaken on my behalf and that, from the date hereof, I will not undertake seek or consent to any such canvassing.

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

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

Please ensure that you have provided all of the information for which you have been asked. A candidate found to have given false information or to have wilfully suppressed any material fact will be liable to disqualification or, if appointed, to dismissal.

The completed form should be returned to:

**Ali Nolan**  
**The Camogie Association**  
**Croke Park**  
**Dublin 3**

Or via email to [jobs@camogie.ie](mailto:jobs@camogie.ie) on or before 4.00 p.m. Friday 13<sup>th</sup> January 2017.

**NOTE:** *Receipt of returned application forms will not be acknowledged. Unsuccessful applicants will be informed following confirmation of an appointment.*