



National Youth Development Organisation Application Form

Only complete in block letters if you are sending in a written application

PERSONAL DETAILS		
Surname:		First Name(s):
Address for Correspondence:		Home Address (if different):
Email Address:		Mobile Telephone Number: Home Telephone Number:
Do have a current full driving licence? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Double click in the applicable box & select 'checked'</i>		Details of any endorsement(s):
For the purposes of work permits and visa applications, are you a member of an EU Member State? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Double click in the applicable box & select 'checked'</i>		If your answer is No, please outline whether you will require a: Work Visa <input type="checkbox"/> an Entry Visa <input type="checkbox"/> <i>Double click in the applicable box & select 'checked'</i>

GENERAL INFORMATION		
Position(s) / Project Applied For: Foróige Job Ref (from spec): FRGJOB_???		Job Location(s):
Have you ever applied to / worked with or volunteered with Foróige before? Yes <input type="checkbox"/> No <input type="checkbox"/> Are you or have you ever been a member of the Foróige National Council / Board of Foróige? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Double click in the applicable box & select 'checked'</i>		If your answer is Yes, outline previous positions & locations you applied for/ worked in or volunteered for in Foróige:
Current Occupation (if applicable):		If currently employed – how much notice must you give?

EDUCATION DETAILS

Names and addresses of schools, colleges or universities attended	Dates Attended	Qualifications obtained (Please state <u>type of qualification</u> , <u>subjects studied</u> and <u>grade achieved</u>)	Awarding Body*	Date(s) Awarded

* Use appropriate initials e.g. NCEA, NUI etc
(Please use additional sheets if necessary)

Computer Competence

Software Package	No Knowledge	Limited Familiarity	Extensive Use in Work Situation	Qualification (if held) & Title of Award
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Microsoft Powerpoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other (specify)				

Double click in the applicable box & select 'checked'

ADDITIONAL TRAINING & DEVELOPMENT
(relevant to the post)

Title of the Course Attended	Name of College/ Training Centre Attended	Content/ Details of Course	Dates Attended	Qualification/ Title of Award attained

VOLUNTEERING HISTORY

Hours per week	Organisation's name, nature of business and location	Brief description of your role and responsibilities	Inclusive dates (from – to)	Reason for ceasing volunteering

EMPLOYMENT HISTORY
(List the most recent employment first)

1. CURRENT EMPLOYER:

Company Name, Address & Telephone Number

Nature of Business:

Job title held:

Key Responsibilities:

Dates Employed:

From:

To:

Length of Service:

.....years.....months

Reason for Leaving:

2. Previous Employer:

Company Name, Address & Telephone Number

Nature of Business:

Job title held:

Key Responsibilities:

Dates Employed:

From:

To:

Length of Service:

.....years.....months

Reason for Leaving:

Additional Information regarding your Application

Please say (**in 400 words or less**) why you are applying for this position and what qualities you consider you will bring to this position. Indicate how you have pursued your interest in this area of work.

Give examples (**in 400 words or less**) of work, academic and non-academic (activities, clubs, societies, voluntary work) where you have been a member of a team. Describe in more detail a recent activity where you were particularly pleased with your achievements.

Please give details (**in 400 words or less**) of any relevant areas of particular interest which you wish to discuss at interview or any further information you wish to supply in support of your application?

LEISURE ACTIVITIES

Please give details of your hobbies and interests:

REFERENCES

Please list name, address, telephone number and email address of two referees:

Referee #1		Referee #2	
Name		Name	
Address		Address	
Telephone No		Telephone No	
Email address		Email address	

Please indicate if we have your permission to contact these referees without further notice:-

Yes No

Double click in the applicable box & select 'checked'

CONDITIONS

If you are successful in your application and are offered a position with Foróige the offer may be conditional upon you:-

- 1) Successfully completing Garda Vetting clearance
- 2) Producing evidence to show that you are entitled to live and work in Ireland
- 3) Successfully completing medical examination to be carried out by a medical practitioner
- 4) Completion of 2 successful reference checks
- 5) *You may be required to own or have the use of a car*

Please note;

- **The onus is on candidates to clearly display eligibility for the role on the job application form.**
- **Canvassing will result in immediate disqualification.**

DECLARATION

"I have reviewed the above information supplied to Foróige and hereby certify that, to the best of my knowledge and belief, such information is true and complete and is not misleading in any material respect. I understand that any falsification, omission or misrepresentation on my part will be treated as serious misconduct and may result in the termination of my employment with the company in the event that I am successful in my application for employment with Foróige".

"I understand that certain information hereby provided by me is personal data, within the meaning of that term as defined in the Data Protection Acts 1988 and 2003 (the "Acts"), and I confirm that the provision of this information by me so that it may be processed for the purposes of consideration of my application constitutes a consent for the purposes of the Acts".

Signature: Date:

****Handwritten signature not required if returning application form by email***

RECRUITMENT SOURCE	HOW TO RETURN YOUR APPLICATION FORM
<input type="checkbox"/> Website (please specify) <input type="checkbox"/> Foróige Facebook page <input type="checkbox"/> Employee referral (please specify) <input type="checkbox"/> Other (please specify)	<p>Once complete, please return this Form by the deadline date and time specified in the job information sheet:</p> <p>➤ By post to: The Human Resources Manager Foróige, Block 12D Joyce Way Park West Dublin 12</p> <p>OR</p> <p>➤ By email to recruitment@foroige.ie</p>
<p><i>Double click in the applicable box & select 'checked'</i></p>	