



APPLICATION FORM FOR THE POSITION OF PROJECT CO-ORDINATOR (Newry - Dundalk) (Initially part-time)

Personal Details

This form can either be filled in online, signed by inserting your name, saved and sent to recruiting@nisad.ngo - or you can print it out, fill it in by hand, scan it and send it to the same address.

First name(s)

Address

Surname

Contact telephone number:

Do you hold a current driving licence? Y N

Email:

Do you currently have the right to live and work in Ireland? Y N

Education & Employment History

Please attach a copy of your CV including details of your:

- Education, qualifications and training
- Employment and volunteering history

Experience, Skills and Knowledge

1. With reference to the job role outlined in the recruitment pack, please describe the experience, skills and knowledge you have that would be beneficial to this role. Please give examples of how you have applied these capabilities in your previous job roles, voluntary experience or other capacities.

2. The role has scope for other responsibilities and projects. Thinking more broadly of your previous work experience and other interests, please tell us about the activities you have particularly enjoyed doing. These may include tasks where you feel you perform well, those where you go into a state of flow while doing the task, or things you feel enthusiastic about, or particularly motivated to accomplish.

3. Please also tell us about the kind of things that you don't enjoy doing or feel little enthusiasm nor motivation to do.

References

Please give details of two referees, one of whom should be your current or most recent employer. Referees will only be contacted if you are successful and recommended for employment.

Current or most recent employer:

Full Name:

Position:

Address:

Email:

Tel No:

Personal or Employment reference:

Full Name:

Relationship/
Position:

Address:

Email:

Tel No:

Interviews (if you are shortlisted)

Interviews will be conducted via Zoom.

(Interviews may be recorded and kept for up to 30 days).

Y N

Are there any restrictions on when you could attend for interview?

If yes, please specify below:

Reasonable adjustments in attending an interview.

We are committed to being an Equal Opportunities Employer. If you have a disability as defined in the Employment Equality Acts 1998-2011, are there any arrangements that would assist you in attending an interview (via Zoom)?

If yes, please specify below:

Confirmation of qualifications

If selected for interview you will be requested to provide evidence of your certificate(s) for all qualifications referred to in this application. This extends to membership of any professional bodies.

The Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016

The Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 enables some criminal convictions to become spent, or ignored, after a 'rehabilitation period' (usually 7 years) in which case they do not need to be disclosed under the provision of the act. There are certain exceptions to this which include jobs and activities involving children and healthcare work. Spent convictions with protected status are not required to be disclosed for this role. In the event of employment, any failure to disclose unspent or unprotected spent convictions could result in dismissal or disciplinary action by your employer. of employment, any failure to disclose unspent or unprotected spent convictions could result in dismissal or disciplinary action by your employer.

Do you have any convictions, including both unspent and unprotected spent convictions, under the The Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 or the Rehabilitation of Offenders (NI) Order 1978?

Y N

If you are successful in your application you may be expected to join Protecting Vulnerable Groups scheme such as those run by the Health Service Executive. A conviction will not necessarily be a bar to obtaining employment.

Information we hold about you

Information from this application will be processed for purposes permitted under the EU's General Data Protection Regulation and additional data protection legislation in Ireland. You have, on written request, the right to access all personal data we hold about you.

Declaration

I have read this application form fully and I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld any relevant information my application may be disqualified or, if I have already been appointed, I may be dismissed without notice.

Signature or (online) enter name as signature

Date:

By submitting my application to NISAD I hereby confirm my declaration.

