**Application for employment**

**Please complete all sections of this application and return via email to stuart@volunteer.ie**

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| **Post applied for:** | Learning and Capacity Building Specialist |
| **Closing Date:** | 17:00 on Friday 16 February 2024 |
| **Interviews:** | Monday 26 February 2024 |

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| **Personal details** |
| Title:  |
| Surname:  | Forename:  |
| Address:  |
| Telephone number:  | E-mail address:  |
| **Current or most recent employment (paid)** |
| Name & address of employer:  |
| Job title:  | Date of appointment:  |
| Period of notice required / leaving date if not now working:  |
| Reason for leaving:  |
| Please provide an outline of your main responsibilities: |
| **Previous employment / experience (paid and/or unpaid)** *Please start with your most recent position. Add space and rows if needed.*  |
| **Date of employment(start & end)** | **Name and address of employer** | **Job title and brief details of main responsibilities** | **Paid or unpaid role** | **Reason for leaving** |
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| **Education, training and professional qualifications***Please start with the most recent qualification and include any currently being pursued. Add space and rows if needed.*  |
| **Dates** | **School / university / college**  | **Qualifications obtained** |
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**Supporting statement**

Please write a statement explaining:

* Why you are applying for this position;
* How you meet the requirements set out in the person specification and job description, demonstrating your experience/skills where possible; and
* Earliest start date.

Please continue on additional sheets of A4 if necessary, but **do not submit more than a total of two A4 pages for the supporting statement.**

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**Referees**

Please provide details of two people, not related to you, who will provide a reference for you.

One of these must be your current employer, or most recent employer if you are not currently employed. The other should be a referee who can express an opinion on your work and your ability to perform the job for which you are applying.

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| **Referee 1** | **Referee 2** |
| Name of referee 1:  | Name of referee 2:  |
| Name of organisation:  | Name of organisation:  |
| Occupation:  | Occupation:  |
| Address:  | Address:  |
| Email:  | Email:  |
| Contact number:  | Contact number:  |
| Relationship to you:  | Relationship to you:  |
| **May we request a reference: please edit to show**  |
| * At any time
* Only after an offer of employment
 | * At any time
* Only after an offer of employment
 |

**Equal opportunities**

Volunteer Ireland is an equal opportunities employer. Please provide details of any special arrangements or adjustments you would require to enable you to participate in our selection process effectively:

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 **Declaration**

To the best of my knowledge, the information on the application is correct.

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| **Signed:** (digital signatures accepted) | **Date:** |
|  |  |

Please return a completed application form and a cover letter to stuart@volunteer.ie no later than **17:00 on Friday 16 February 2024.** Interviews will take place on **Monday 26 February 2024.**