**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](mailto:stuart@volunteer.ie) no later than **17:00 on Friday 16 February 2024.** Interviews will take place on **Monday 26 February 2024.**