

## Please return the completed Application Form with your attached CV to: <a href="mailto:ceo@fedvol.ie">ceo@fedvol.ie</a> Tel no: 091 792316

## **CONFIDENTIAL APPLICATION FORM**

Please fill in this form legibly.

Position applied for:		
Personal Information		
Surname		 
First Name (s)		
Address (for correspondence)		
Telephone		
Email Address		
Do you have a current full Irish driving licence?		
Do you own a car? Where did you see this vacancy advertised?		
Are you permitted to work in Ireland without a work permit		
Fluency in verbal and written English	Fluent	
is an essential requirement of this post, please state your level of	Average	
English (Please tick)	Basic	
Please detail your educational qualifications		

Please summarise your previous	
experience relevant to this role	
(500 words or less)	
Please describe your knowledge and	
understanding of national policy and	
its implementation, in particular the	
United Nations Convention on the Rights of Persons with Disabilities	
Nights of Fersons with Disabilities	
Please describe your previous	
engagement in rights-based environments	
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Please describe your experience in	
working positively with multiple stakeholders	
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Please describe examples that illustrate your experience in planning,	
organising, prioritising and meeting	
deadlines.	

Please provide examples of your role and experience in relation to analytical skills, and gathering and presenting information	
Please describe your previous experience in relation to administrative skills including diary management, minute taking, meeting arrangements etc.	
Please provide examples of your work as part of a team, and your approach to achieving joint objectives	
Please detail aspects of previous roles in which you took ownership of tasks	
Please describe your familiarity, if applicable, to practice development training	
Do you have any experience in working with people with an intellectual disability or autism? Please describe if yes	

Please outline your skills and experience in relation to Microsoft Office.
Please include any experience you may have of using graphic/layout skills

## **REFEREES**

Give the name, job title, full postal address, telephone number and organisation email address if applicable of **three relevant referees for whom you have worked**, or if you have not worked, the Principal of your school or college. It is essential that you include here the name of the person of authority in your current/most recent employment that is familiar with and responsible for the quality of your work. The National Federation of Voluntary Service Providers reserves the right to seek a reference from any or all of the employers for whom you have worked.

Name of		
the referee		
Job title of		
the referee		
Company		
Company		
Address		
Talanhana		
Telephone		
Company		
Email		

## **ANY FURTHER INFORMATION**

Please give below any other relevant information in support of your application.

Please note that applicants will be short-listed for interview on the basis of the information supplied in the Application Form and CV.

I DECLARE TO THE BEST OF MY KNOWLEDGE THAT THERE IS NOTHING IN RELATION TO MY CONDUCT, CHARACTER OR PERSONAL BACKGROUND OF ANY NATURE THAT WOULD ADVERSELY AFFECT THE POSITION OF TRUST IN WHICH I WOULD BE PLACED BY VIRTUE OF THIS APPOINTMENT.

I HAVE NOTED THAT FALSE INFORMATION KNOWINGLY FURNISHED COULD LEAD TO AN OFFER OF EMPLOYMENT BEING WITHDRAWN OR TO DISMISSAL.

SIGNED:	
DATE:	