

Guidance Notes for Applicants – Chief Executive Officer of the Dublin Adult Learning Centre (DALC)

Thank you for requesting details on the advertised vacancy. These Guidance Notes explain important aspects of the recruitment and selection process.

A copy of the Job Description and Person Specification for the post are incorporated into this Application Pack. The Job Description outlines the main duties and responsibilities that the post holder will be required to undertake. The Person Specification outlines the key competencies, experience, personal attributes etc. that are required to successfully undertake the duties involved. The Person Specification plays an important role in the shortlisting and interview process.

Application Form

If, having read the Job Description and Person Specification, you wish to apply for the position, you will need to complete the enclosed Application Form. Please do not submit a Curriculum Vitae. It is very important that you outline the extent to which you meet each of the criteria as set out in the Person Specification in the Supporting Statement section of the Application Form. It is important that you provide as much relevant detail as possible. We do not make assumptions about applicants. We base our decision on which to invite applicants for interview solely on the evidence provided in the Application Form. You should ensure that you give specific examples of what you have done to prove your suitability. Applicants may draw on specific work experience or other examples e.g. voluntary work or from hobbies or interests etc.

Education Qualifications

DALC is an equal opportunities employer. We are committed to ensuring that job applicants are not disadvantaged by conditions or job requirements that cannot be justified.

Referees

Any offer of employment will be subject to receipt of satisfactory references. We only seek references on the successful candidate. Referees will not be contacted prior to the interview. Please include details of two referees on the Application Form. One of the referees should be your current or most recent employer.

Interviews

Unless stated otherwise, interviews will take place the week starting 13th April and will be held at the DALC, 3 Mountjoy Square Dublin 1. We regret that we are not in a position to reimburse interview expenses.