

CONFIDENTIAL



ActionAid Ireland APPLICATION FORM

Please complete all six pages of this form in black ink or type.

If you have a disability that prevents you completing this form without our assistance, please contact ActionAid Ireland by telephone or write to us, at the address below.

Post applied for:

Where did you see this post advertised?

Personal Details

First Names:

Last Name:

Address:

Contact telephone no(s) and convenient times for us to contact you:

Email address:

Do not attach a CV, as only the information contained in this form will be considered during the selection process.

Please return this form to:

By e-mail: recruitment.ireland@actionaid.org Closing Date: 9am, Monday 2nd March 2020

Or by post **marked confidential** to: Olive Corbett
ActionAid Ireland
172 Ivy Exchange,
Granby Place,
Parnell Square,
Dublin 1
Tel: +353 (0)18787911

Present and Previous Employment or Volunteering

Most recent first. If necessary, please extend the table

Employer's name and type of business	Dates employed
Please give your job title with a brief description of your main duties and responsibilities:	
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Education and Relevant Qualifications

If necessary, please extend the table

Dates:	Institution, course title and qualification obtained

If offered a post with ActionAid Ireland, you may be required to provide evidence of your qualifications

Other Relevant Courses and Training

If necessary, please extend the table

Dates:	Provider and course details

Supporting Statement

Before completing this section, please read the job description for this post carefully. For each item in the person specification (except formal qualifications already listed), you should give examples from your past employment, interests, voluntary work or life experiences to demonstrate how you meet the requirements of the post.

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If necessary, please extend the table

References

In event of your being offered a position with ActionAid Ireland, we shall take up references **covering the three years preceding your start with us**. Wherever possible, referees should be from the place(s) of employment, or education/training, or other establishments you have been attached to during this period. Please name **at least two** referees even if you have been at the same establishment for the past three years.

We do not approach referees before interview, and we obtain your permission prior to contacting them.

Name:

Position:

Relevant dates:

Organisation/Company:

Address and postcode:

Name:

Position:

Relevant dates:

Organisation/Company:

Address and postcode:

Name:

Position:

Relevant dates:

Organisation/Company:

Address and postcode:

Name:

Position:

Relevant dates:

Organisation/Company:

Address and postcode:

Additional Information

Are you subject to any conditions relating to your employment in Ireland?

State yes or no:

If you have answered yes, please give further details.

Have you any unspent convictions for criminal offences?

State yes or no

Would you be available on the stated interview date(s)?

State yes or no

The information given on this form is, to the best of my knowledge, correct.

Signed:

Date: