**A logo of people in a circle

Description automatically generated**

**Mount Eagles / Lagmore Youth and Community Association (MELYCA)**

**Job Application Form**

**Position Applied For:** Centre Manager

**Section 1: Personal Information**

| **Full Name:** |  |
| --- | --- |
| **Address:** |  |
| **Postcode:** |  |
| **Telephone Number (Home):** |  |
| **Telephone Number (Mobile):** |  |
| **Email Address:** |  |

**Section 2: Employment History**

(Please list your employment history starting with your most recent job.)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Employer’s Name | Address | Job Title | Dates of Employment | Main responsibilities | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |

**Section 3: Education and Qualifications**

(Please provide details of your educational background and any qualifications you have obtained. Use additional sheets if necessary.)

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| |  |  |  |  | | --- | --- | --- | --- | | Institution | Qualification | Grade | Dates Attended | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |

**Section 4: Relevant Skills and Experience**

(Please outline your skills and experience relevant to the Centre Manager role, including any experience in community engagement, facility management, or administrative roles. Use additional sheets if necessary.)

**Section 5: Personal Statement**

(Please provide a personal statement explaining why you are interested in this role and why you believe you are a suitable candidate. Use additional sheets if necessary.)

**Section 6: References**

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee 1** |  | **Referee 2** |  |
| **Name:** |  | **Name:** |  |
| **Position:** |  | **Position:** |  |
| **Organisation:** |  | **Organisation:** |  |
| **Contact Information:** |  | **Contact Information:** |  |
| **Relationship to you:** |  | **Relationship to you:** |  |

(Please provide details of two referees, one of whom should be your current or most recent employer. Referees will only be contacted with your permission.)

**Section 7: Declaration**

I declare that the information provided in this application is true and complete to the best of my knowledge. I understand that any false information or misrepresentation may disqualify me from employment or result in dismissal if employed.

| **Signature:** |  |
| --- | --- |
| **Date:** |  |

**Please return this completed application form to:**

Joe Duffy  
Mount Eagles / Lagmore Youth and Community Association (MELYCA)  
joeduffy38@hotmail.com