



Greenhill YMCA APPLICATION FORM

APPLICATION FOR THE POST OF:	Events and Engagement Officer
NAME	

Please complete this application form fully and accurately - minimum size 11 font.

ALL DETAILS MUST BE COMPLETED ON THE APPLICATION FORM.

If there is insufficient space for your answer, continue on a separate sheet.

When completed, this form should be emailed to:

To arrive no later than 12 noon on Monday 11th November 2024

Completed application form should be returned to alejandra.arcila@greenhill-ymca.org



APPLICATION FORM

PERSONAL DETAILS

First name(in capitals) (underline the name you are usually known by)	Surname in capitals
ADDRESS:	
	Post Code:
Home Tel No:	
Mobile No:	
Where did you see this vacancy advertised/How did you hear about this vacancy?	
Email Address:	
Position applied for:	



EDUCATION

(Please give details of all qualifications obtained along with grade and date achieved. Please give your most recent first).

Level: Secondary/Further/ Higher	Dates From	Dates To	Course Details and exam results	Date Obtained



PROFESSIONAL QUALIFICATIONS

(Held or working towards)

Professional Body/ College/University	Dates From	Dates To	Course Details and results	Date Obtained



SPECIALISED TRAINING OR COURSE ATTENDED

Course Take	Organised by	Location	Date

MEMBERSHIP OF PROFESSIONAL BODIES

(Please give details of membership of any professional duties)

Name of Professional Body	Level/type of membership	Registration details:	Expiry Date



CURRENT OR MOST RECENT EMPLOYER

Date Started	Date Left (if applicable)	Reason for Leaving	Job Title	Salary	Notice Period (if applicable)

Name of most recent employer		
Address		
Post Code	Tel No:	

Position Held and a brief outline of duties:



PREVIOUS EMPLOYMENT

Please give details of employment (paid or unpaid) over the last 10 years and begin with your most recent first

Name and address of Employer and Nature of Business	Dates of Employment		Position held	Reason for Leaving
	FROM	TO		



SUPPORTING INFORMATION

Please ensure when completing this section that you demonstrate that you meet the shortlisting criteria as set out in the job description.

Experience

Knowledge



Abilities/Qualities

Qualifications



REFERENCES

Please give details of 2 referees; 1 must be your current or most recent Line Manager or school/college. References from family or friends are not acceptable.

Reference 1		Reference 2	
Name		Name	
Job Title		Job Title	
Organisation		Organisation	
Address		Address	
Postcode		Postcode	
Tel No			
Email address			

DATA PROTECTION ACT DECLARATION - The information on the application form will be held and processed in accordance with the requirements of the Data Protection Act 1998 and in line with YMCA Ireland's Data Protection Policy and Procedures.

I understand that the information is being used to:

- Process my application for employment;
- Form the basis of a computerised record on the recruitment system for processing and monitoring purposes;
- Form the basis of a manual job file with other application forms and will be used for processing;



and if appointed, will form the basis of a manual and computerised employment record.

DECLARATION AND SIGNATURE:

YMCA Ireland is committed to safeguarding children, young people, and adults at risk and to ensuring equal opportunity for all applicants. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered materially relevant to the position applied for.

Is there any reason why you cannot work in a regulated position with children and young people or adults in need of protection or at risk of harm?

Yes

No

I declare that the information provided on this form is true and complete to the best of my knowledge. I understand that any false or omitted information may result in dismissal or other disciplinary action if I am appointed.

I declare I have the right to work in the UK

NOTE

The employer reserves the right to interview only candidates who meet the specified criteria. Short-listing will be based only on the information supplied by the candidate on this application form.

WARNING

An employee found to have knowingly given false or inaccurate information or to have willfully failed to disclose any relevant fact, will be dismissed.

Signature: _____ Date: _____

Print Name: _____

Please return this application form to: Alejandra Arcila

Please ensure you complete and provide the Declaration and consent forms where appropriate and the Equal Opportunity Monitoring forms as well as your CV.

