

**Application Form –** Fund-raising Executive **Reference: CIFRE/1024**

Please return this form by email to [vacancies@cooperationireland.org](mailto:vacancies@cooperationireland.org)

Application forms must be returned no later than 12 noonon **Friday 20th December 2024**

**Applications received after the closing date will not be accepted.**

Completed Monitoring Forms should also be returned to the monitoring officer at [vacancies@cooperationireland.org](mailto:vacancies@cooperationireland.org)

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| **1. Personal details** |  |  |
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| **Title: (Mr/Mrs/Ms/Dr)** | **Surname:** | **Forename(s):** |

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| **Address for Correspondence:** | |
| **Postcode:** | |
| **Home Telephone Number** |  |
| **Mobile Telephone Number** |  |
| **Email Address** |  |

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| **2. Education and Qualifications** | | | |
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| **Year**  **Qualification obtained** | **Level of Qualification** | **Subject** | **Mark/Grade Achieved** |
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| **3. Employment History** |

This section should contain an outline of your career, starting with your current/most recent employment (please continue on a separate sheet if required).

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| **Name and**  **Address of**  **Employer** | **Position Held** | **Dates**  **(Month and Year)**  **From To** | | **List of Main Duties** | **Reason for Leaving** |
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| **4.Referees** |

Please give the names and addresses of two referees, **one of whom should be your current or most recent employer**

Please note Referees will not be contacted until a provisional offer is made.

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| **(Current or most recent Employer)** |
| **Name:** |
| **Address of Referee:** |
| **Postcode:** |
| **Tel No:** |
| **Email Address:** |

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| **(Second Referee)** |
| **Name:** |
| **Address of Referee:** |
| **Postcode:** |
| **Tel No:** |
| **Email Address:** |

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| **5. Reasonable Adjustments** |

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| **Do you have a disability?** | **YES** | **NO** |
| **If ‘Yes’, are there any reasonable adjustments that can be made to assist you in your application or with our recruitment process?** | | |

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| **6. Information for Shortlisting Purposes** |

Please complete the following questions clearly demonstrating your skills and abilities and illustrating your answers with practical examples of how you used them in a workplace setting.

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| **Provide details of the level of responsibility, scale and geographical spread and types of fundraising undertaken, both individually and as part of a team.** |
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| **Please provide details of any relevant work you have undertaken such as corporate fundraising, stewardship, partnership building, cross-border experience, networking, committee development, events, and marketing.** |
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| **Give one relevant example of how your work experience to date best replicates the role of Fund-raising Executive as set out in the job description for the post.** |
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| **7. Declaration** |

**I confirm that the information I have provided on this application form is true and accurate.**

**I understand that deliberate falsification of factual information may prejudice my application, lead to an offer of appointment being withdrawn or, if appointed to dismissal.**

**I understand that the information will be retained for administration purposes and**

**in compliance with the Data Protection Act 1998.**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**