

**APPLICATION FORM**

**CONFIDENTIAL** APPLICANT REF NO: Finance & Administration - After School Programme 003/25

### **APPLICATION FOR POST OF:**

**Finance & Administration**

Please complete this application form fully, accurately and clearly either in your own handwriting in BLACK PEN or using a word processor in a minimum size 10 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, your application form, together with the Equal Opportunities Monitoring Form, should be returned by email to Pauline.mcmullan@ymca-ireland.net.

* Closing Date for Applications: **Friday 11th April 25, 12 noon**

# **PERSONAL INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | Forename/s: |  |
| Address: |  | Postcode: |  |

**Contact Details:** (Please tick preferred method of contact and list phone numbers)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Telephone (inc Code): |  | Home: |  |  | Work: |  | Mobile: |  |
|  |  |  |  |  |  |  |  |  |
| Email Address: |  |  | | | |  |  |  |

### **Application Process**

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| --- | --- | --- |
| How much notice are you required to give your present employer? | |  |
| Are there any adjustments that may be required to facilitate your attendance should you be invited for interview? | | **YES / NO**  *(underline as required)* |
| If yes, please provide details: |  |  |

**Education, Training & Employment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Secondary School Education** | | | | |
| Dates | | Names of school/s attended | Subjects Taken | Grades Achieved |
| From | To |
|  |  |  |  |  |
| **Further and Higher Education** | | | | |
| Dates | | Name of College | Subjects Taken | Grades Achieved |
| From | To |
|  |  |  |  |  |
| **Training – Professional or Vocational** | | | | |
| Dates | | College/Company | Course Taken | Qualification Gained |
| From | To |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employment Record** | | | | |
| Please give details of all posts held since leaving full-time education giving the most recent first. Please give reasons for any gaps in employment. (Continue on a separate sheet, if necessary.) | | | | |
| Dates | | Employer | Title and details of post held | Reason for leaving |
| From | To |
|  |  |  |  |  |

**Relevant Experience, Skills, Knowledge and Personal Qualities**

### ESSENTIAL CRITERIA

Please refer to the Person Specification when completing this part of the application form. In this section you are asked to outline how your experience, knowledge, skills and qualities meet the competencies required for this role (as outlined in the Person Specification).

Please use examples from your experience, including details of the skills, knowledge and experience you have gained through paid employment and other activities outside work that are relevant to your application for this post.

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| 1. Please outline your **experience of undertaking the finance responsibilities stated on the Job Specification.** |
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| 1. Please outline your **experience of administrative responsibilities stated on the Job Specification.** |
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| 1. Please detail your prior experience of **assisting with responsibilities of Service Provision as stated on the Job specification.** |
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| 4. Please outline your **personal qualities, knowledge and skills** in relation to those stated in the Person Specification. |
|  |

**References**

Please provide the names of two people who can provide a reference – one of whom should preferably be your present / most recent employer:

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Name: |  |
| Address: |  | Address: |  |
| Tel No: |  | Tel No: |  |
| Email: |  | Email: |  |
| Occupation/ Job Title: |  | Occupation/ Job Title: |  |
| **YES / NO**  *(underline as required)* | I give permission to take up this reference prior to an offer of employment being made. | **YES / NO**  *(underline as required)* | I give permission to take up this reference prior to an offer of employment being made. |

**Declaration**

**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 wilfully failed to disclose any relevant fact, will be dismissed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |