# Section 1. Personal Details

(Please complete all sections)

|  |  |  |
| --- | --- | --- |
| Title | First Name | Surname |
|  |  |  |
| Address | Contact Tel. No. | Email Address |
|  | Daytime:  Work:  Mobile: |  |

# Section 2. Education Details

(Please include details for second level and further/higher education including university – continue on separate page if the space provided does not suffice)

|  |  |  |  |
| --- | --- | --- | --- |
| Dates Attended | Name of School /College | Subject(s) Studied (include level) | Award |
|  |  |  |  |
| Details of Professional Memberships held (if any) | | | |
|  | | | |

|  |
| --- |
| Please list any studies currently ongoing (if any) |
|  |

# Section 3. Employment Status

|  |  |  |
| --- | --- | --- |
| Name of Current/Most Recent Employer | Position | Salary |
|  |  |  |
| Length of Service with Employer | Period of Notice Required |  |
|  |  |
| Please detail the principle duties of your current/most recent position, including responsibilities and achievements within the position. (Continue on a clearly marked separate page if required) | | |

# Employment History

|  |  |  |
| --- | --- | --- |
| Name of Employer | Position | From & To |
|  |  |  |
| Please list employment duties including areas of responsibility | | |

|  |  |  |
| --- | --- | --- |
| Name of Employer | Position | From & To |
|  |  |  |
| Please list employment duties including areas of responsibility | | |

|  |  |  |
| --- | --- | --- |
| Name of Employer | Position | From & To |
|  |  |  |
| Please list employment duties including areas of responsibility | | |

# Section 4.

Please answer each question using detailed examples of your experience to date. Assumptions will not be made as to your experience.

|  |
| --- |
| Please demonstrate using worked examples your experience of managing or supervising a team of staff and/or volunteers. (250 words max.) |
|  |

|  |
| --- |
| Please demonstrate using examples your knowledge of issues affecting the management of Arts and Leisure facilities. (250 words max.) |
|  |

|  |
| --- |
| Please demonstrate using examples your experience of developing budgets and managing financial accounts (Max 250 words.) |
|  |

|  |
| --- |
| Please demonstrate your managerial experience including events management (Max 250 words.) |
|  |
| Please demonstrate using examples your experiences of developing effective marketing and communications plans (Max 250 words.) |
|  |

|  |
| --- |
| This role may involved working with young people and vulnerable adults, please demonstrate using examples your experience of working with these groups.  (Max 150 words) |
|  |

|  |
| --- |
| Please demonstrate using examples your experiences of relationship management and network building for commercial purposes. (Max 150 words) |
|  |

|  |
| --- |
| Please define your level of experience, using examples of instances when you have been required prepare policies and reports. (Max 150 words) |
|  |

|  |
| --- |
| This position will involve working anti-social and irregular hours on occasion. Please note any concern or difficulty you may have with this |
|  |

|  |
| --- |
| Please use this space to include any additional information which you feel may be relevant to your application. (This may include any relevant experience, or training not previously listed) |
|  |

# Section 5. References

Applicants must supply the details for two referees, one of whom must be the current or most recent employer. The second referee may not be related to the applicant and must be able to comment on their ability to fulfil the tasks associated with this position. Referees may be asked to clarify or substantiate information presented in the application. If you would prefer that we do not contact your referees prior to interview stage, please make this known on the application.

Referee 1.

|  |  |
| --- | --- |
| Referee Name |  |
| Relationship to Applicant |  |
| Daytime Contact No. |  |
| Email Address |  |

Please do not contact this person prior to interview Yes \_\_\_ No \_\_\_

Referee 2.

|  |  |
| --- | --- |
| Referee Name |  |
| Relationship to Applicant |  |
| Daytime Contact No. |  |
| Email Address |  |

Please do not contact this person prior to interview Yes \_\_\_ No \_\_\_

# Section 6. Applicant Declaration

I declare that the information contained within this application to be accurate and reflect the true level of my experience. I understand that if it is discovered that information is false then this may lead to the termination of employment. I acknowledge that the information presented will be used for short-listing purposes and may be referenced at a later stage in the recruitment process.

**Please note that any Curriculum Vitaes or Additional Materials submitted with application forms will not be considered by the recruitment panel.**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Completed applications should be returned to ADoPT, The Termon Complex, Station Street, Pettigo, Co Donegal no later than **4pm, Thursday 21st December 2017 at 4pm**.

