

APPLICATION FORM



Dear Applicant,

Thank you for considering the post of **Community Development Officer** with us in Cultúr Celebrating Diversity.

Please note that, in the interests of fairness, we can only accept applications using the Application Form below. Please do not attach or enclose a Curriculum Vitae or certificates.

If you are completing the form by hand please complete it using **black ink** and **submit three copies**.

The completed form must arrive on or before **17:00 on 20th December 2024** as stated in the advertisement. Late applications cannot be considered, and canvassing will disqualify.

Interviews for this position will be held the week of **6th January 2025**. Please tick/ write YES in this box to confirm you are available for an interview.

We look forward to hearing from you and will respond to your application as soon as possible.

For office use only	Received by:	Date:	
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An Roinn Forbartha
Tuaithe agus Pobail
Department of Rural and
Community Development

The Cultúr CDP project is project is funded by Department of Rural and Community Development

PERSONAL DETAILS

Name			
Correspondence Address	Mobile Phone No		
	Landline No.		
	E-mail Address		

QUALIFICATIONS

Qualification(s)	Awarding University, College or Institute	Final results received: Day/Month/Year

ADDITIONAL COURSES/TRAINING

Title	Awarding Body	Date / Duration

EMPLOYMENT HISTORY - MOST RECENT FIRST (EXPAND THE SECTION OR USE ADDITIONAL PAGES IF NECESSARY).

Name of organisation	Position(s) held/Job Title	Key tasks / responsibilities	Dates
			From: To:
			From: To:
			From: To:
			From: To:
			From: To:

PLEASE OUTLINE YOUR IT SKILLS

Title of package	Proficiency	Training /Certification	
		From: To:	
		From: To:	
		From: To:	

PLEASE PROVIDE AN OUTLINE OF YOUR COMMUNITY DEVELOPMENT EXPERIENCE, INCLUDING PROJECT MANAGEMENT, TRAINING, FACILITATION, FINANCIAL REPORTING AND EVALUATION (150WORDS APPROX)

PLEASE DESCRIBE YOUR EXPERIENCE OF WORKING WITH COMMUNITIES OF INTEREST/MINORITY GROUPS USING COMMUNITY DEVELOPMENT PRINCIPLES (150 WORDS APPROX.)

OUTLINE YOUR EXPERIENCE OF POLICY ENGAGEMENT, NETWORKING AND INTERAGENCY WORKING IN COMMUNITY DEVELOPMENT WORK/HUMAN RIGHTS OR EQUALITY SETTINGS, PROVIDING EXAMPLES OF THIS WORK INCLUDING REPORT WRITING (150 WORDS APPROX.)

WHAT DO YOU PERCEIVE AS THE CURRENT CHALLENGES FACING MEMBERS OF ETHNIC MINORITIES AND THE ORGANISATIONS THAT WORK WITH THEM IN COMMUNITIES IN IRELAND? (150 WORDS APPROX.)

WHAT WOULD YOU CONSIDER TO BE THE SIGNIFICANT CHALLENGES TO THE SUCCESS OF THIS PROJECT AND HOW COULD YOU SEEK TO ADDRESS THESE?

WHY HAVE YOU APPLIED FOR THIS JOB? (100 WORDS APPROX.)

NAMES & CONTACT DETAILS OF REFEREES*

***Please Note:**

1. Only those referees who know you in a professional capacity should be included. At least three names should be provided. Close relatives and friends **should not** be listed as referees.
2. As it is probable that referees will have to be contacted outside of office hours it is crucial that phone numbers (preferably mobile numbers) outside of working hours, are given.
3. If the current employer (*where applicable*) is not named as a referee, the Board reserves the right to seek a reference from the current employer.
4. References will only be contacted upon an offer being made to a candidate.

Reference 1		Reference 2	
Name		Name	
Role		Role	
Address		Address	
Work Tel Number		Work Tel Number	
Home Tel Number		Home Tel Number	
Mobile Number		Mobile Number	
Reference 3		Reference 4	
Name		Name	
Role		Role	
Address		Address	
Work Tel Number		Work Tel Number	
Home Tel Number		Home Tel Number	
Mobile Number		Mobile Number	

I hereby declare that all the particulars furnished on this application form are true and correct to the best of my knowledge and that I am aware of the qualifications, requirements and particulars for this position, as set out in the advertisement and other relevant documentation.

Signature _____

Date _____