

Employment Application Form

Please type or write in black ink, as this form will be photocopied. All information will be kept confidential.

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| **Note:** Answer all questions, incomplete applications may be rejected. Do not attach a cover letter or CV will this application form. |

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| Post Applied For: | Education and Training Officer |

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| **Personal Details** | |
| First Name: |  |
| Surname: |  |
| Name you prefer to be known as (if different from your first name) |  |
| Telephone (day): |  |
| Telephone (evening): |  |
| Email: |  |
| Address: |  |

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| --- | --- |
| **General Information** | |
| I already have the legal right to work in Ireland.  I will require a work permit. | |
| If appointed, when would you be able to start? (DD/MM/YYYY) |  |
| Are there any dates or times when you would not be available for interview? |  |
| Do you currently have a full, clean drivers’ licence for Ireland? | Yes  No |
| Adjustment Requirements:  *If you have a disability, please tell us about any adjustments we may need to make to assist you during the application and selection process to ensure equality of opportunity.* |  |

# Work Experience

*Please describe your current and previous employment/ voluntary work. Start with your current or most recent job/ voluntary position.*

**Present or most recent employment/ voluntary work:**

|  |  |  |
| --- | --- | --- |
| Employers Name and Address: | Date of Commencement: |  |
|  | Period of Notice Required: |  |
| Post Held/ Job Title: |  |
| Reason for Leaving: |  |
| *In the box below, please give a brief description of the duties and responsibilities attached to this role. You may attach up to one additional A4 sheet if necessary.* | | |
|  | | |

**Previous employment/ voluntary work (most recent first)**

*Add additional rows as required.*

|  |  |  |  |
| --- | --- | --- | --- |
| **From**  **(month/ year)** | **To**  **(month/ year)** | **Employer** | **Position and description of responsibilities** |
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| **Please explain any gaps in employment history (e.g. travel, career breaks etc)** |
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# Education and Training

Please give details of course(s) undertaken, relevant education and other qualifications obtained (including specialist in-house training, short courses, etc.) that are relevant to his post. **You may be asked to bring evidence of your qualification to interview.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | | Name and address of institution/ provider | Details of course attended | Duration of course and qualification gained (if any) |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Relevant Experience:

Before competing this section, please read the Job Description and Person Specification for this post carefully. Please ensure that you address all of the criteria in the specification by giving details of work experience (paid or voluntary), skills and achievements relevant to this post and any other information to support your application *(you may also attach up to* ***two sides of A4 only****).*

### Functional Competencies

**Essential**

Do you have at least 3 years experience as an Education/Training Officer, or similar role? Please give details.

Do you have a qualification in Education/Training/Communications or similar? Please give details.

Do you have project management/administration experience as well as experience planning and organising trainings and training programmes? Please give details.

Do you have excellent communications (oral and written English), presentation, interpersonal, influencing and negotiation skills for engaging a wide variety of stakeholders. Please give details.

Do you have excellent IT competencies with Microsoft Outlook, mail and calendars and Microsoft Office including Excel? Please give details.

**Desirable Competencies**

* Experience working in the LGBTQ+ related sector
* Experience training designing
* Experience e-learning design/coordination
* Project management experience
* Experience of working with database systems, especially Salesforce.

Do you have any of the above desirable competencies? Please give details.

Is there anything else you would like to add?

# References

Please give us the name and address of two professional referees. The first should be your current or most recent employer/ voluntary organisation, or course tutor if you are a student. The other should be someone who knows your professional work well enough to be able to comment meaningfully about your ability to carry out this job. They must not be related to you.

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference 1**  ***(Current or most recent employer)*** | | **Reference 2** | |
| Name |  | Name |  |
| Address |  | Address |  |
| Position |  | Position |  |
| Telephone |  | Telephone |  |
| Email |  | Email |  |
| Relationship |  | Relationship |  |

*We will seek your consent to contact referees in advance of contacting them.*

# Declaration – Confidential

As a matter of policy all employees and volunteers at Belong To undergo Garda Vetting prior to starting in their roles. Vetting and the suitability of prospective employees and volunteers with past criminal convictions or records are considered within a restorative justice framework. A full copy of the [organisation’s vetting policy](https://www.belongto.org/funding-governance/), including the appeal mechanisms are available on the organisations websites.

Have you ever been convicted of a criminal offence or been the subject of a caution or of a bound over order?

Yes  No

|  |  |
| --- | --- |
| Signed: |  |

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| --- | --- |
| If yes, please state below the nature and date (s) of the offence (s): | |
| Nature of the Offence | Date of the Offence |
|  |  |
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**I confirm that nothing within my personal or professional background deems me unsuitable for a post that involved working with children, young people and vulnerable adults.**

I declare that the above information is true and give Belong To LGBTQ+ Youth Ireland permission to contact previous employers for the purposes of checking references:

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| --- | --- | --- | --- |
| Signed: |  | Dated: |  |

# GDPR, Privacy and Data Protection

The General Data Protection Regulation (GDPR) came into force on the 25th of May 2019, replacing the existing data protection framework under the EU Data Protection Directive. When you submit an application for a role with Belong To LGBTQ+ Youth Ireland we create a number of both paper and digital records in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. To make a request to access your personal data please submit a request by email to [privacy@belongto.org](mailto:privacy@belongto.org) ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s). Information in relation to a candidate’s personal data held by Belong To LGBTQ+ Youth are set out in our [data protection policy](http://belongto.org/policies-procedures/).

**Consent**

We take your privacy seriously and will only process your personal data with your consent and in accordance with the terms stated in our privacy and data protection policies.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Dated:** |  |

**Special Category Data Consent**

We may request sensitive personal information from you, for your own personal safety or to ensure the safety of the young people who access our services. This may include health information or criminal records. Where we collect sensitive personal data, we will only request the information required for the specified purpose and will always seek your explicit consent through a signature. You can modify your consent at any time, which we will act on immediately, unless there is a legitimate interest or legal reason for not doing so.

I hereby give my explicit and informed consent to Belong To LGBTQ+ Youth Ireland to process the following special category data ‘criminal records/ convictions’.

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| --- | --- | --- | --- |
| **Signed:** |  | **Dated:** |  |