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| Application for the position of:FINANCE AND ADMINSTRATIVE OFFICER – PART/TIMEat Go Visit Inishowen Tourist Office, Railway Road, Buncrana, Co. DonegalClosing Date: Friday 15th September 2023 @ 12noonSection A – Personal Details |
|  |
|  | **TITLE:** |  | **FIRST NAME:** |  | **SURNAME** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **\*ADDRESS – For Correspondence Purposes** |  |
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|  | **CONTACT DETAILS:** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Work Phone |  | Extn Number |  |  |  |
|  |  |  |  |  |  |  |
|  | Home Phone |  | Mobile Number |  |  |  |
|  |  |  |  |  |  |  |
|  | Email Address |  |  |
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|  |
|  | E-mail address (if different from above) |  |  |  |
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### Section B – Education & Training / Professional Qualifications.

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| --- | --- | --- | --- | --- | --- | --- |
| **First Name:First Name:** |  |  |  |  **Surname:** |  |  |
|  |  |  |  |  |  |  |

**You must ensure that all sections of this application form are completed in full.**

**In the event of a short-listing exercise being employed an expert board will examine the application forms and assess them against pre-determined criteria based on the requirements of the position.**

**It is therefore in your own interest to provide a detailed and accurate account of your qualifications / experience on the application form.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of Qualification (e.g. Degree/Diploma/Cert etc)****Duration of course and** **Year obtained** | **Grade obtained (e.g. 1, 2.1, 2.2, Pass, etc.)** | **Subject(s) taken in final examination** | **University, College or Awarding Body** | **Full address at which you resided** |
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### Section C – Employment Record.

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| --- | --- | --- | --- | --- | --- | --- |
| **First Name:** |  |  |  |  **Surname::** |  |  |

Give below, in date order (starting with your current employer), full particulars of all employment (including any periods of unemployment) between the date of leaving school or college and the present date. No period between these dates should be unaccounted for. If it is necessary to continue on a separate sheet, please set the information out in the same manner as below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Title of post held,****short description of duties, salary, etc.** | **Name and address of employer, contractor, sub contractor** | **Address at which you resided during all periods of employment, self-employment or unemployment** |
| **Period in months** | **From** | **To** |
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### Section D – Details of Relevant Experience.

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| --- | --- | --- | --- | --- | --- | --- |
| **First Name:** |  |  |  |  **Surname:** |  |  |

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| --- |
| **Please outline briefly, the experience and skills you have acquired that would deem you to be suitable for this post (having regard to the requirements of the role).** |
|  |
| **Please outline below any other relevant information in support of your application**  |
|  |

**Remember you may be shortlisted based on the information you supply in the application form.**

**Anything you write may be discussed in more depth, should you be called to interview.**)

**TRANSPORT:**

|  |  |
| --- | --- |
| Do you hold a current valid driving licence? |  |
| Do you have access to your own transport? |  |

**REFERENCES:**

Please provide details of employers/referees who may be contacted regarding your suitability for employment:

|  |  |  |  |
| --- | --- | --- | --- |
| Name:Occupation: |  |  |  |
| Address |  |  |  |
| Telephone No:Email Address: |  |  |  |

**SPECIAL FACILITIES:**

Do you require any special facilities/arrangements if called for interview: YES/NO

If yes, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SOCIAL WELFARE:**

Please indicate if you are in receipt of a social welfare payment as referenced in job advert? Y/N

**PERIOD OF NOTICE:**

How soon after an offer of employment could you take up employment? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I, the applicant, in submitting this application, hereby declare all the foregoing particulars to be true. I also authorise Explore Inishowen to conduct reference/garda vetting/qualification checks, as required.**

#### NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*\*PLEASE SUBMIT YOUR CV WITH THIS APPLICATION\*\*\***

**NOTES**

This Application Form, when completed, should be returned **by way of email accompanied with your CV**

to:- exploreinishowenjobs@gmail.com

Please include ***‘Finance and Administrative Officer’***as a reference in the subject line before e-mailing application.

Closing date and time for submission of applications are outlined on front page of this application form.

**SHORTLISTING WILL TAKE PLACE AS SOON AS THE CLOSING DATE COMES. SUCCESSFUL CANDIDATES WILL BE CONTACTED ON MONDAY 17TH JULY AND INVITED FOR AN INTERVIEW ON EITHER THURSDAY 20TH JULY OR FRIDAY 21ST JULY.**

Before you return the form to Explore Inishowen please ensure that you have completed all sections, and that you have completed the declaration above. The onus is on candidates to establish eligibility in this application form.

Please submit completed application form by way of e-mail to:- exploreinishowenjobs@gmail.com

1. **Canvassing by or on behalf of the applicant will automatically disqualify.**

**Candidates may be short-listed on the basis of information supplied on this Application Form. The appointments are subject to normal recruitment procedures APPLICATIONS BY E-MAIL ONLY**

***‘EXPLORE INISHOWEN IS AN EQUAL OPPORTUNTIES EMPLOYER’***