



IN CONNECTION WITH



Rialtas na hÉireann
Government of Ireland

Application for the position of:

TRADE LIAISON OFFICER – FULL/TIME
at Go Visit Inishowen Tourist Office,
Railway Road, Buncrana, Co. Donegal

Closing Date: APRIL 24TH @ 12noon

Section A – Personal Details

TITLE:	FIRST NAME:	SURNAME
<input type="text"/>	<input type="text"/>	<input type="text"/>

***ADDRESS – For Correspondence Purposes**

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

CONTACT DETAILS:

Work Phone	<input type="text"/>	Extn Number	<input type="text"/>
Home Phone	<input type="text"/>	Mobile Number	<input type="text"/>
Email Address	<input type="text"/>		

E-mail address (if different from above)

Section B – Education & Training / Professional Qualifications.

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

Section C – Employment Record.

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			

Section D – Details of Relevant Experience.

First Name:

Surname:

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).

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:- manager@govisitinishowen.com

Please include '*Trade Liaison 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 AND INVITED FOR AN INTERVIEW
WITHIN 2 WEEKS.**

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:- manager@govisitinishowen.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 OPPORTUNITIES EMPLOYER'

Please outline below any other relevant information in support of your application

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**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:			