**Please carefully note the following instructions:**

**It is imperative that all sections of this application form are completed in full.**

**Save the entire document, noting the file name and its location.**

**Once completed and saved, please return to:** [**marrianne@irishseedsavers.ie**](mailto:marrianne@irishseedsavers.ie)

**Please note a CV will not be sufficient, you must return this application form.**

**Candidates should be aware that the information in the application form will play a central part of the short-list process. The decision to include you on the short-list of candidates going forward to stage 2 of the process may be determined based on the information you supply at this stage. This information may be discussed in more depth, should you be called to interview. If shortlisted, you will be required to complete a further application to describe some of your personal achievements to date that demonstrate certain skills and abilities which have been identified as necessary for this position.**

|  |  |
| --- | --- |
| **SECTION A** | |
| **Name:** |  |
| **Surname:** |  |
| **Title:**  Ms, Mrs, Mr, Other (Please specify) |  |
| **Address for Correspondence:** |  |
| **Telephone (preferred day time contact):** |  |
| **Mobile:** |  |
| **Home:** |  |
| **Work:** |  |
| **Email:** |  |
| **Work Permit:**  Are there any legal restrictions on your right to work in this Country? | Yes   No  ***Double click in the applicable box & select ‘checked’*** |
| For the purposes of work permits and visa applications, are you a member of an EU Member State?    Yes  No  ***Double click in the applicable box & select ‘checked’*** | If your answer is No, please outline whether you will require a:  Work Visa  an Entry Visa  ***Double click in the applicable box & select ‘checked’*** |
| Do have a current full driving licence? | Yes   No  ***Double click in the applicable box & select ‘checked’*** |
| If currently employed – how much notice must you give? | Type number of weeks in the space below:  **[ ]** |

**Academic, Professional and Technical Qualifications**

**Candidates will be required to produce evidence of qualifications on appointment.**

**Candidates should outline all details regarding Academic, Professional, and Technical Qualifications.**

| **Please start the list with your most recent qualification**  University or other Third Level Institute | | | |
| --- | --- | --- | --- |
| **Name & Address of Institute** | **Years Attended**  **(DD/MM/YYYY)**  **From - To** | **Qualification Obtained** | **Summary of Results Obtained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Summary of Most Relevant Experience in Relation to Responsibilities & Requirements**

**Please highlight only your most relevant experience in relation to the role as it has been described.**

**\*Contract Type: P = Permanent, C = Contract, T = Temporary**

**Start the list with your most recent experience.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Period Held in Months** | **Dates**  **(DD/MM/YYYY)**  **From - To** | **Contract Type\***  **P/C/T** | **Job Title** | **Employer Name & Address** | **Short Description of Relevant Duties** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Employment Record**

Give below, full particulars of all other 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 and there is no need to include the experience outlined in the previous section.

**Please start the list with your most recent experience**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Period Held in Months** | **Dates**  **(DD/MM/YYYY)**  **From - To** | **Contract Type\***  **P/C/T** | **Job Title** | **Employer Name & Address** | **Short Description of Relevant Duties**  **\*Include reason for leaving\*** |
|  |  |  |  |  |  |
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**Additional Training & Development (Relevant to this post)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of the Course Attended** | **Name of College/ Training Centre Attended** | **Content/ Details of Course** | **Dates Attended** | **Qualification/ Title of Award attained** |
|  |  |  |  |  |
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| --- | --- | --- | --- | --- |
| **Computer Competences** | | | | |
| **Software Package** | **No Knowledge** | **Limited Familiarity** | **Extensive Use in Work Situation** | **Qualification (if held) & Title of Award** |
| Microsoft Word |  |  |  |  |
| Microsoft Excel |  |  |  |  |
| Microsoft Powerpoint, Keynote |  |  |  |  |
| QuickBooks |  |  |  |  |
| Communication & Collaboration (Skype, Zoom, Slack, Webex, etc.) |  |  |  |  |
| Social media (Twitter, Instagram etc.) |  |  |  |  |
| ***Double click in the applicable box & select ‘checked’*** | | |  |
| Other(s) (Please specify) |  | | |  |

**NOTES**

**Before you return your completed application, please ensure that you have completed all sections of it and that you have completed the declaration below. The onus is on candidates to establish eligibility in this application form.**

* **Please do not forward any certificates or references with this form.**
* **Misstatements or canvassing will render an applicant liable to disqualification.**
* **The personal data supplied by you on this application form will be stored on a secure computer and will be only used for the purposes registered under the Data Protection Acts, 1988 and 2003.**

**Declaration**

**I hereby declare that the information given in this form is correct and give my permission for enquiries to be made to establish such matters as qualifications, experience and character and for the release by other people or organisations of such information as may be necessary to The Irish Seed Savers Association CLG for that purpose. This may include enquires from past/present employers. The submission of this application is taken as consent to this.**

**Name:**

**Date:**