|  |  |  |
| --- | --- | --- |
| *MabsNT Logo jpg (3).jpg*  |   |   |

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

|  |  |
| --- | --- |
| POSITION DETAILS | **Financial Inclusion and Social Policy Worker National Traveller MABS** |
| **PERSONAL DETAILS (use BLOCK LETTERS)** |
| Surname | Given Names |
| Address for correspondence  |
| Contact details: Home ( ) Business ( ) Mobile ( ) Email :  |
| Do you have the access to or use of a car? Yes \_\_ No \_\_\_ |

|  |
| --- |
| **EDUCATIONAL QUALIFICATIONS** |
| Title of Award / Awarding Body | University / College / School  | Dates of study | Year Awarded | Final Examination Subjects & Results |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Please provide details of additional training/study undertaken to expand your knowledge and skills:** |
|  |

|  |
| --- |
| **PROFESSIONAL MEMBERSHIPS / ASSOCIATIONS (if any)**  |
|  |
| **PUBLICATIONS / REPORTS /ARTICILES (if any)** |
|  |
| **COMMUNITY/VOLUNTARY EXPERIENCE (if any)** |
|  |

|  |
| --- |
| **PREVIOUS EMPLOYMENT** (please list last three positions held, most recent first) |
| **Employer** | **Date from** | **Date to** | **Position Held / Main Duties and Responsibilities** | **Key Achievements** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **INFORMATION TECHNOLOGY – Please tick √ as appropriate** |
| **Software Package** | **No Knowledge** | **Limited Familiarity** | **Extensive use in Work** | **Qualification / Award** |
| Microsoft Word |  |  |  |  |
| Microsoft Excel |  |  |  |  |
| Microsoft Access |  |  |  |  |
| Microsoft Powerpoint |  |  |  |  |
| Outlook |  |  |  |  |
| Other including (specify) |  |  |  |  |

**Please answer each of the following questions with reference to your previous experience.**

|  |  |
| --- | --- |
| 1. Please give a brief description **including dates** of your relevant experience in policy development, design and implementation.
 |    |
| 1. Please describe your understanding of the term financial exclusion and how it can apply to marginalised communities
 |  |
| 1. List the (3) main projects where you have either project managed or played a significant role and describe your role and the skills you brought to the process
 |  |
| 1. Please give a brief description including dates of your relevant experience in relation to working in the area of policy development.
 |   |
| 1. Provide details of your experience in producing written material / reports / articles
 |   |
| 1. Please give a brief description **including dates** of your relevant work experience working with the Traveller Community and / or other marginalised communities.
 |  |
| 1. Describe what you perceive to be the main financial issues affecting Travellers, and other marginalised communities, in relation to accommodation in Ireland.

Please outline your understanding of the cause of accommodation issues and what policy initiatives can be taken to address such issues.  |  |
| 1. Describe how through your work experience and/or education you have developed an understanding of the principles and practices of community development.
 |  |
| 1. Provide relevant examples of your achievements as a communicator in ***achieving change*** through :

 1) one-to-one communication, 2) communication with groups, 3) negotiation, 4) facilitating groups5) Policy |  |
|  |  |
|  |  |

|  |
| --- |
| **REFEREE INFORMATION (please list three persons, including current employer)** |
| Name | Full Postal Address | Professional Relationship to you | Contact details |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Do you require notification before your referees are contacted?  |

|  |
| --- |
| **APPLICANT DECLARATION** |
| *I declare to the best of my knowledge and belief, all particulars I have given are complete and true. I understand that any false declaration, misleading statement or significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, a probationary period and a medical examination all of which must be deemed satisfactory by the organisation.***NAME : DATE :**  |
| **Completed applications must be submitted by email by 5p.m on 16th September 2022****Reference: FIPW 2022**ToNancy Power  Coordinator  National Traveller MABS Unit 2 North Park North Road Finglas Dublin 11 Your application **must include :** Completed copy of this Confidential Application Form and covering Letter and email it to the Coordinators of National Traveller MABS. Email Address Nancy\_Power@mabs.ie. Late or incomplete applications will not be accepted **NATIONAL TRAVELLER MABS IS FUNDED AND SUPPORTED BY THE CITIZENS INFORMATION BOARD** |
| **Data Protection: All personal information provided on this application form will be stored securely by the MABS Company to which you are applying and will be used for the purposes of the recruitment process. Application forms will be retained for a period of one year, and in the case of a successful candidate, for the duration of employment and a minimum of one year thereafter. This information will not be disclosed to any external third party without your consent, except where necessary to comply with statutory requirements. Internally, the information may be made available to the relevant Line Manager, members of the Board of the employing MABS Company and to the Shortlisting/Interviewing Panel. You may, at any time, make a request for access to the information held about you as outlined. Should you wish to make any changes, or erasures to any of the information stored about you, please contact the Chairperson of the company to which you are applying.** |