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| MABS Logo - Money Advice & Budgeting Service |  |  |

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

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| POSITION DETAILS |  |
| Title of Post | **Dedicated Mortgage Adviser – full time temporary** |
| Locationyou are applying for: | **Dublin South MABS Tallaght** |

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| **PERSONAL DETAILS (use BLOCK LETTERS)** |
| Title (Mr. Ms. Mrs., other) | Last Name | First Name |
| Address for correspondence  |
| Contact details: Home ( ) Business ( ) Mobile ( ) Email |
| Do you own or have the access to use of a car? Yes \_\_\_ No \_\_\_ |
| Do you/the driver hold a Full Driving Licence? Yes \_\_\_ No \_\_\_  |

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| **EDUCATIONAL QUALIFICATIONS** |
| Title of Award / Awarding Body | University / College / School  | Final Examination Subjects & Results |
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| What studies have you completed in the past three years to maintain your skills? |

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| **PROFESSIONAL MEMBERSHIPS / ASSOCIATIONS (if any)** |
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| **COMMUNITY / VOLUNTARY EXPERIENCE (if any)** |
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| **PREVIOUS EMPLOYMENT** (please list your most recent position first) |
| **Employer** | **Date from** | **Date to** | **Position Held / Main Duties and Responsibilities** | **Key Achievements** |
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| **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 (specify |  |  |  |  |

**Please answer the questions by illustration from your previous experience.**

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| 1. Describeyour knowledge, understanding and experience of the causes and effects of consumer debt, and of the Money Advice and Budgeting Service (MABS). |  |
| 1. Outline your understanding of the issues around the provision of advice and advocacy services, within the money advice process.

 Illustrate your answer with examples from your experience, focussing on the competencies and skills used. |  |
| 1. Outline your influencing / negotiation skills. Give examples of how you have put them into effect.
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| 1. Outline your understanding of customer service/care in the context of the money advice service. Give examples from your own experience to illustrate your answer.
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| 5 Communication –Provide relevant examples of your achievements as a communicator through :1) one-to-one communication, 2) communication to groups 3) facilitating groups  |  |
| 1. Outline your administrative and organisational skills. Demonstrate how your experience relates to the role of Money Adviser.
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| 1. Describe your ability to work as a team member and as an individual. Give examples of both from your experience in a work or voluntary capacity.
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| 1. Set out here any further information that may help in assessing your application.
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| **REFEREE INFORMATION (please list three persons, including current employer)** |
| Name | Full Postal Address | Professional Relationship to you (references from family/friends are not acceptable) | Contact details |
|  |  |  | Phone:Email:  |
|  |  |  | Phone:Email:  |
|  |  |  | Phone:Email:  |
| Do you require notification before your referees are contacted? Yes / No |

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| **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.**Signature : Date :**  |
| **Completed applications must be emailed to dublinsouth@mabs.ie.****Closing date for applications:** Your application must include :* A copy of the completed Application Form and copies of your covering letter.
* CVs, late or incomplete applications will not be considered.
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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.