# Text  Description automatically generatedEmployment Application Form

# Fáilte Ireland

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| JOB REFERENCE:  | **HR/ES/35** |
| POSITION APPLIED FOR:  | **Officer, International Publicity**  |
| LOCATION: | **Blended work model with location of Dublin 1** |
| CLOSING DATE OF APPLICATION: | **Thursday, 15th September at 3.00pm (Ireland Time)** |
| Please email your completed application form (**in word doc only)** to lgleeson@alternatives.ie**Late applications will NOt be considered i.e received after 3.00pm (Ireland Time)** | * *Please answer the questions fully as this will enable us to correctly assess your application.*
* ***Only the application form will be used for screening purposes.***
* *Please type your responses – do not handwrite.*
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| **PERSONAL DETAILS** |
| **First Name:** **Surname:** **Address:** *(include Eircode)***Email:** **Telephone No**: *We will contact you either by email or by telephone*.   | **Please answer all the following questions:*** Are you currently employed by Fáilte Ireland?

Yes [ ]  No [ ] * Are you eligible to work in the Republic of Ireland?

Yes [ ]  No [ ]  If ‘No’ please state your Visa status:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **EDUCATION & TRAINING COURSES** |
| Please list colleges/universities/professional bodies attended and qualifications obtained, together with any training/development courses attended that are relevant to your application, please use an additional sheet if necessary.

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| **College/University/****Professional Bodies** | **Year Attended:** *From - To* | **Qualification** |
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| **OTHER TRAINING COURSES** |
| Please list any relevant training/development courses attended with dates. |

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| **ADDITIONAL INFORMATION** |
| **CAREER INFORMATION** Please give your reasons for making this application, relating your experience, achievements and abilities to the post for which you are applying. Make any points of particular interest, such as practical experience in specialised areas and notable achievements. (Max 300 words).  |

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| **EMPLOYMENT HISTORY*****(please copy and paste as many times as required)*** |
| **Name of employer:** | **Nature of business:** |
| **Job title:**  | **Dates from/to:**  |
| **Roles and Responsibilities:**  |

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| **Name of employer:** | **Nature of business:** |
| **Job title:**  | **Dates from/to:**  |
| **Roles and Responsibilities:**  |
| **Reason for Leaving:** |
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| **Name of employer:** | **Nature of business:** |
| **Job title:**  | **Dates from/to:**  |
| **Roles and Responsibilities:** |
| **Reason for Leaving:** |

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| **Key Competencies: - Candidate must provide evidence of the following:**  |
| * **People Management**: Please give one or two specific examples of where you demonstrated strong skills in this area (max 400 words – anything above may disqualify).
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| * **Business Communication:** Please give one or two specific examples of where you demonstrated strong skills in this area (max 400 words– anything above may disqualify).

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| * **Strategic Thinking**: Please give one or two specific examples of where you demonstrated strong skills in this area (max 400 words– anything above may disqualify).
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| * **Problem Solving and Analytical skills**: Please give one or two specific examples of where you demonstrated strong skills in this area (max 400 words– anything above may disqualify).
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| **PROCESSING APPLICATIONS** |
| * *All information contained in this Application Form will be treated as confidential and will only be used to process an application for employment with Fáilte Ireland.*
* *Incomplete applications will not be considered.*

**Fáilte Ireland is an Equal Opportunity Employer.** |

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| **DECLARATION**  |
| I declare that by submitting this application form, the foregoing particulars are complete and correct to the best of my knowledge and belief, and I consent to my personal details being used to process my employment application. Date: \_\_\_\_\_\_\_\_\_\_\_\_  *Any candidate found to have knowingly given false information, or to have wilfully suppressed any material fact will be liable to disqualification, or if appointed, to dismissal.* |

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