

APPLICATION FORM

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| POSITION DETAILS |  |
| Title of Post | **ECONOMIC AND SOCIAL ANALYST – 35 HOURS PER WEEK** |

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| 1. **PERSONAL DETAILS (use BLOCK LETTERS)**
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| Surname: | Forename: |
| 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  |
| Please indicate your current salary: |

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| 1. **EDUCATIONAL QUALIFICATIONS / PROFESSIONAL MEMBERSHIPS**
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| Please list any qualifications/professional memberships relevant to this position: |

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| 1. **CURRENT AND PREVIOUS EMPLOYMENTS (please list employments relevant to this position)**
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| **Employer** | **Date from** | **Date to** | **Position Held / Main Duties and Responsibilities** | **Key Achievements** |
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| 1. **INFORMATION TECHNOLOGY – Please tick √ as appropriate**
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| **Software Package** | **No Knowledge** | **Limited Familiarity** | **Extensive use in Work** | **Qualification / Award** |
| Microsoft Word |  |  |  |  |
| Microsoft Excel |  |  |  |  |
| Microsoft Access |  |  |  |  |
| Microsoft Powerpoint |  |  |  |  |
| Microsoft Outlook |  |  |  |  |
| SPSS |  |  |  |  |
| Other software / systems |  |

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| 1. **EXPERIENCE – *Please provide details, with examples, of your experience in the following areas***
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| 1. **Research and advocacy of public policy issues at local and national level.**
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| 1. **Demonstrated knowledge of current Irish social policy and economic issues.**
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| 1. **Experience and skills in policy-oriented and quantitative research.**
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| 1. **Project management.**
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| 1. **Communicating effectively with internal and external stakeholders.**
 | **Internal Stakeholders:****External Stakeholders:** |
| 1. **Report writing.**
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| 1. **Set out here any further information that may assist us in assessing your application.**
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| **7. 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 job offer is subject to successful completion of a probationary period which must be deemed satisfactory by the organisation.***NAME : DATE :** |
| Completed applications must be submitted, by email to john.mcgeady@socialjustice.ie |

Data Protection: All personal information provided on this application form will be stored securely by ***Social Justice Ireland*** 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 will be made available to the CEO and Company Secretary, members of the Board 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 CEO of *Social Justice Ireland.*