**Meath Women’s Refuge and Support Services**

**APPLICATION FORM**

**Safe Communities: Zero Tolerance Meath Project Leader**

**Applicants, please note:**

1. The advertisement states that only email applications will be accepted, the Application Form should be emailed to [amandaalty@dvservicesmeath.ie](mailto:amandaalty@dvservicesmeath.ie) by Friday 10th May 2024 at 5pm. Please note late applications will not be accepted.
2. The completed form must arrive at the dedicated specified email address on or before the date and time stated in the advertisement. Late applications will neither be accepted nor considered.
3. Canvassing will disqualify.

4 **DO NOT**

* enclose/attach a Curriculum Vitae or
* Enclose/attach any certificates.
* Enclose a cover letter

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| **For office use, only** | **Received by:** | **Date:** |  |
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| --- | --- | --- | --- | --- | --- |
| **Applicant’s Personal Details** | | | | | |
| **Name** |  | | | | |
| **Correspondence Address** | | | **Mobile Phone No** | |  |
| **Landline No.** | |  |
| **E-mail Address** (*Please print clearly if completing in handwritten format)* | |  |
| **Qualifications** | | | | | |
| **Qualification(s)** | | **Awarding University,** **College or Institute** | | **Final results received:**  **Day/Month/Year** | |
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| **OTHER DETAILS on additional courses/training** | | | | | |
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| employment History - most recent first (if necessary, expand the section or use additional pages if completing in handwritten format). | | | |
| Name of Organisation | Name of line manager | Position(s) held/Job Title | Dates |
|  |  |  | From:  To: |
|  |  |  | From:  To: |
|  |  |  | From:  To: |
|  |  |  | From:  To: |
|  |  |  | From:  To: |

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| please outline your it skills/packages | | | |
| **Title of package** | **Qualification if received** | **Year of Award** | **dates** |
|  |  |  | From:  To: |
|  |  |  | From:  To: |
|  |  |  | From:  To: |
| Please provide an overview of your experience of working in community development, specifically your experience relevant to the role you are applying for i.e. gender equality and the prevention of gender based violence (150 words approx.) | | | |
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| **Please describe how you have demonstrated your leadership strengths in managing people and projects.**  (200 words approx.) |
|  |
| **Please describe your experience in programme management, development, and implementation?**  (200 words approx.) |
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| **Please outline examples of your experience in the development and group facilitation of training, workshops, and stakeholder meetings. (200 Words approx.)** |
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| **Please outline your experience in leading and engaging a broad range of stakeholders to identify and achieve objectives. (200 words approx.)** |
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| **Please describe your experience of recording, documenting, and presenting your work e.g. collating reports, support plans, evaluations, and statistics in your previous roles? (150 words approx.)** |
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| **what relevant skills and experience would you bring to this** **particular post (please review the job specification)? (100 words approx.)** |
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| **how would you apply equality, human rights, and diversity principles in your work with this organisation? (150 words approx.)** |
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| **why have you applied for this job? (100 words Approx.)** |
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| --- | --- | --- | --- |
| **Names & Contact Details of Referees\*** | | | |
| **Reference 1** | | **Reference 2** | |
| Name |  | Name |  |
| Role |  | Role |  |
| Address |  | Address |  |
| Work Tel Number |  | Work Tel Number |  |
| Home Tel Number |  | Home Tel Number |  |
| Mobile Number |  | Mobile Number |  |
|  | |  | |

**\*Please Note:**

1. Only those referees who know you in a professional capacity should be included.
   1. Close relatives and friends **should not** be listed as referees.
   2. **References will only be contacted upon an offer being made to a candidate.**
2. As it is probable that referees will have to be contacted outside of office hours it is crucial that phone numbers (preferably mobile numbers) outside of working hours, are given.
3. If the current employer (*where applicable*) is not named as a referee, the Selection Board reserves the right to seek a reference from the current employer where a job offer is being made.
4. The Selection Board in its sole discretion will determine the suitability of any reference. The Selection Board further reserves the right to seek from a candidate the names of additional referees.
5. As part of the GDPR privacy policy of MWRSS all documentation in related to your application will be managed in accordance with our policy procedures.
6. Please note that any offer of a position for this role is subject to Garda Clearance

I hereby declare that all the particulars furnished on this application form are true and correct to the best of my knowledge and that I am aware of the qualifications, requirements, and particulars for this position, as set out in the advertisement and other relevant documentation.

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**