



# National Federation of Voluntary Service Providers

Supporting people with intellectual disability (CLG)

**Please return the completed Application Form with your attached CV to:**  
[ceo@fedvol.ie](mailto:ceo@fedvol.ie) Tel no: 091 792316

## CONFIDENTIAL APPLICATION FORM

Please fill in this form legibly.

Position applied for: \_\_\_\_\_

### Personal Information

Surname			
First Name (s)			
Address (for correspondence)			
Telephone			
Email Address			
Do you have a current full Irish driving licence?			
Do you own a car?			
Where did you see this vacancy advertised?			
Are you permitted to work in Ireland without a work permit			
Fluency in verbal and written English is an essential requirement of this post, please state your level of English (Please tick)	Fluent	<input type="checkbox"/>	
	Average	<input type="checkbox"/>	
	Basic	<input type="checkbox"/>	
Please detail your educational qualifications			

<p>Please summarise your previous relevant experience (500 words or less)</p>	
<p>Please describe your knowledge and understanding of national policy and its implementation in particular the United Nations Convention on the Rights of Persons with Disabilities</p>	
<p>Please describe your previous experience of leadership in a collaborative change management context</p>	
<p>Please describe your previous experience delivering projects in a complex multi stakeholder environment</p>	

Please describe your previous experience in relation to planning, organising, prioritising and meeting deadlines	
Please provide examples of your role and experience in gathering and analysing complex information to produce reports	
Please provide examples of your work as part of a team, and your approach to achieving joint objectives	
Please detail aspects of previous roles in which you held ownership, responsibility and accountability	
Please describe your previous experience of working in the community and voluntary sector	

Do you have any experience in working with people with an intellectual disability or autism? Please describe if yes	
Please include any experience you may have of using IT based programmes to support your work	

## REFEREES

Give the name, job title, full postal address, telephone number and organisation email address if applicable of **three relevant referees for whom you have worked**. It is essential that you include here the name of the person of authority in your current/most recent employment that is familiar with and responsible for the quality of your work. The National Federation of Voluntary Service Providers reserves the right to seek a reference from any or all of the employers for whom you have worked.

Name of the referee			
Job title of the referee			
Company			
Company Address			
Telephone			
Company Email			

**ANY FURTHER INFORMATION**

Please give below any other relevant information in support of your application.  
Please note that applicants will be short-listed for interview on the basis of the information supplied in  
the Application Form and CV.

Please also note that a writing task will form part of the interview process for this role.

I DECLARE TO THE BEST OF MY KNOWLEDGE THAT THERE IS NOTHING IN RELATION TO MY  
CONDUCT, CHARACTER OR PERSONAL BACKGROUND OF ANY NATURE THAT WOULD  
ADVERSELY AFFECT THE POSITION OF TRUST IN WHICH I WOULD BE PLACED BY VIRTUE  
OF THIS APPOINTMENT.

I HAVE NOTED THAT FALSE INFORMATION KNOWINGLY FURNISHED COULD LEAD TO AN  
OFFER OF EMPLOYMENT BEING WITHDRAWN OR TO DISMISSAL.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_