

Application Form for the position of

Executive Director

(HR/IR Specialisation)

This application form must be fully completed. CVs will not be accepted as a substitute for this form.
Please complete all sections and return as instructed in the job advertisement. Please add any rows as required in each section.

# Section 1: Personal Details

|  |  |
| --- | --- |
| Full Name: |  |
| E-mail Address: |  |
| Contact Telephone Number: |  |
| Do you require a work permit to work in Ireland? (Yes / No) |  |

# Section 2: Education, Qualifications and Training Record

Start with the most recent qualification. Use additional space if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification including NFQ level | Institution | From | To |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Section 3: Professional Memberships

|  |  |  |  |
| --- | --- | --- | --- |
| Professional Body (e.g. CIPD) | Membership Type | Date of Admission | Membership No. |
|  |  |  |  |
|  |  |  |  |

# Section 4: Employment History

Please list your previous employment starting with the most recent.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** |  | **Number of Employees** |  |
| **Job Title** |  | **Date Appointed** |  |
| **Reporting to** |  |  |  |
| **How many people do you directly supervise?** |  |  |  |
| Job details and Responsibilities |
|  |
| **Employer** |  | **Number of Employees** |  |
| **Job Title** |  | **Date Appointed** |  |
| **Reporting to** |  |  |  |
| **How many people do you directly supervise?** |  |  |  |
| Job details and Responsibilities |
|  |
| **Employer** |  | **Number of Employees** |  |
| **Job Title** |  | **Date Appointed** |  |
| **Reporting to** |  |  |  |
| **How many people do you directly supervise?** |  |  |  |
| Job details and Responsibilities |
|  |
| **Employer** |  | **Number of Employees** |  |
| **Job Title** |  | **Date Appointed** |  |
| **Reporting to** |  |  |  |
| **How many people do you directly supervise?** |  |  |  |
| Job details and Responsibilities |
|  |

# Section 5: Key Competencies

# 1. Leadership & Organisational Management

Please describe your relevant experience:

# 2. HR / IR Expertise

Please give an example of both your HR and IR experience separately:

# 3. Stakeholder & Membership Engagement

Please describe your relevant experience:

# 4. Operational & Financial Management

Please describe your relevant experience:

# 5. Communication & Training Delivery

Please describe your relevant experience:

# 6. Knowledge of the Sector

Please describe your relevant experience:

# Section 6: Referees

Referees will not be contacted without your prior consent.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Role/Relationship | Organisation | Contact Details |
|  |  |  |  |
|  |  |  |  |

# Section 7: Declaration

I declare that all the information given in this application is true and complete to the best of my knowledge. I understand that any false or misleading information may lead to disqualification or dismissal.

To sign the from, please enter your name and the date below.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_