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**MABS SUPPORT CLG**

**Title of Post: Business Manager**

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| **Location(s)****applying for:*****(Click or tick)*** | **COMPANY**  | **LOCATION** |
| ***MABS SUPPORT CLG*** | **BLANCHARDSTOWN, DUBLIN 15** |

**Please read fully the JOB DESCRIPTION AND PERSON SPECIFICATION and TYPE in all your details and answers, and don’t forget to sign, for the application to be accepted.**

**1. Personal Details**

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| --- | --- | --- | --- |
| **Name** |  | **Telephone**  | Main Contact:Alternative: |
| **Email** |  | **Transport*****(Click or tick)*** | Do you have access to a car? Yes [ ]  No[ ]  Does the driver have a full licence? Yes[ ]  No[ ]  |
| **Address for Correspondence** |  |

**2. Educational Qualifications (start with most recent qualification first)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title of Award** | **University/College/School** | **Year Qualification Obtained** | **Final Grade (e.g. pass, honour, 2.2, 2.1, 1 etc.** |
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**3. Professional Memberships (if any)**

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**4. Community/Volunteer Experience (if any)**

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**5. Information Technology (click or tick boxes and type where required)**

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| --- | --- | --- | --- | --- |
|  | **No knowledge** | **Limited familiarity**  | **Extensive knowledge** | **Qualification/Award (please list name)** |
| **Microsoft Word** |[ ] [ ] [ ]   |
| **Microsoft Excel** |[ ] [ ] [ ]   |
| **Microsoft Outlook** |[ ] [ ] [ ]   |
| **Database/Statistical Analysis Software**  |[ ] [ ] [ ]  Name of Software: |
| **Other (please specify)** |[ ] [ ] [ ]   |

**6. Employment History (starting with your current/most recent employer first)**

**\*Please use a new line for each role, including those with the same employer and add rows as necessary.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Title** | **Employer** **Name & Address** | **Hours of Work** **(per week)** | **Date from /to (Month, Year)** | **Main duties and responsibilities** | **Key Achievements** |
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**7. Key Competencies**

***For each of the competency areas below, briefly highlight specific achievements, contributions or expertise you have developed from your career to date, which demonstrate your suitability to meet the challenges of this rolE (maximum 300 words per section). Please reference roles/employers in your responses.***

|  |  |
| --- | --- |
| **C1****Leadership & Human Resource Management Skills** |  |
| **C2****Effective Communication**  |  |
| **C3****Financial Management, Decision Making & Analysis skills** |  |
| **C4** **Management & Delivery of Results** |  |
| **C5****Specialist knowledge & Self-Development** |  |
| **C6****Customer Stakeholder Focus** |  |

**8. Personal Statement**

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| --- | --- |
| **Include here a personal statement that briefly outlines your interest in applying for the position or specifies any other relevant information, in addition to that already provided. This can be used to write more information to be considered for section 7. Max 300 words.** |  |

**8. Referees (Please give the names and addresses of two people from your employment history who have agreed to act as referees for you. One referee must be someone from your current or most recent employer with knowledge of your skills or experience.**

|  |  |
| --- | --- |
| **Do you require notification before your referees are contacted?*****(Click or tick)*** | **Yes** [ ]  **No** [ ]   |
| **Name** | **Title** | **Company** | **Contact Details** |
|  |  |  | Telephone:Email: |
|  |  |  | Telephone:Email: |

**Application Declaration**

*I declare to the best of my knowledge and belief, all particulars I have given are complete and true. I understand that any false declaration, misleading statement or significant omission may disqualify me from employment and render me liable to dismissal. I have read and fully understand the job description and specification for this post and I confirm I can meet all the conditions and requirements of the post on offer. I understand that a medical may form part of this recruitment process and that any job offer is subject to satisfactory references and sight of educational awards relied upon in this application or at interview and successful completion of a probationary period.*

**Signed (type or write): Date:**

**Data Protection**

All personal information provided on this application form will be stored securely by the Money Advice & Budgeting Service and will be used for the purposes of the recruitment process. Application forms will be retained for a period of eighteen months, and in the case of a successful candidate, for the duration of employment and a minimum of one year thereafter. The information may be made available to members of the Board of MABS Support CLG 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 Chair of the service.

<https://www.citizensinformationboard.ie/en/data_protection/mabs.html>