ECO-UNESCO

APPLICATION FOR EMPLOYMENT

Please complete all sections of the form. CVs are not accepted, and no application will be processed if the form is incomplete.

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| --- | --- |
| Position applied for: | Training and Education Coordinator |
| Where did you see the post advertised? |  |

|  |  |
| --- | --- |
| Personal Details | |
| Title |  |
| Forename |  |
| Surname |  |
| Address  *Please note, any successful candidate will have to be resident in Ireland upon taking up the position.* |  |
| Phone |  |
| E-mail |  |

|  |  |
| --- | --- |
| Current or Last Employment | |
| Position |  |
| Employer |  |
| Date from/to |  |
| Summary of achievements |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Previous Employment (please add more rows if required) | | | |
| Employer: | From: | To: | Position: |
| Summary of achievements: | | | |
| Employer: | From: | To: | Position: |
| Summary of achievements: | | | |
| Employer: | From: | To: | Position: |
| Summary of achievements: | | | |
| Employer: | From: | To: | Position: |
| Summary of achievements: | | | |
| Employer: | From: | To: | Position: |
| Summary of achievements: | | | |

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| --- | --- | --- | --- |
| Education and Qualifications | | | |
| School/college /University… | From | To | Qualifications |
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| --- | --- | --- | --- | --- | --- |
| Language Skills | | | | | |
|  |  | Fluent | Moderate | Learning | None |
| ENGLISH (fluency essential) | Speaking |  |  |  |  |
|  | Writing |  |  |  |  |
| IRISH | Speaking |  |  |  |  |
|  | Writing |  |  |  |  |
| Add additional languages (with levels), or comments: | | | | | |

|  |  |
| --- | --- |
| Relevant Experience  Detail how your skills and experience meet the requirements set out in the Job Description | |
| Education / Training / Youth work and/or educational experience in formal/non-formal settings | *Please provide details…* |
| Your experience of engaging with QQI (Quality and Qualifications Ireland) regarding validation and re-validation processes. | *Please provide details…* |
| Supervisory and/or project management experience | *Please provide details…* |
| Relevant 3rd level qualification | *Please provide details…* |
| Knowledge of the youth work sector and education system in Ireland | *Please provide details…* |
| Relevant interests | *Please provide details…* |

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| Statement in support of your application  Please outline your motivation for applying for this post. |
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| --- | --- | --- | --- |
| Additional Questions | | | |
| If successful, what is the earliest date that you could start the job? | | |  |
| Do you hold a current, full, and clean Driving License valid in the Republic of Ireland? | | | Yes / No  (Desirable but not essential) |
| Is there anything else you feel we need to know to support you in your application? | | |  |
| References  Please provide details of two referees, including your present or most recent employer. We will not contact your referees until we have contacted you and received your consent. Please ensure you have your referee’s permission to share their contact information. | | | |
| 1 | Name |  | |
| Position |  | |
| Address |  | |
| Tel. No. |  | |
| E-mail |  | |

|  |  |  |
| --- | --- | --- |
| 2 | Name |  |
| Position |  |
| Address |  |
| Tel. No. |  |
| E-mail |  |

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| --- | --- |
| Declaration | |
| I declare that the statements made by me in this application are true and that the accuracy thereof shall be a condition of any contract of employment offered to me by ECO-UNESCO: | |
| Signature of Applicant |  |
| Date |  |

Please e-mail your completed form to [recruitment@ecounesco.ie](mailto:recruitment@ecounesco.ie) with *Employment Opportunities – Training and Education Coordinator (Private and Confidential)* in the subject line.

**Closing** Date for Applications – **Tuesday 5th August 2025**

**Interview** Date – provisionally scheduled for week commencing **18th August 2025**