**Application Form**

**Business Support Administrator**

**Ref: BSA2025**

Please note that selection will be based on the information in the application form only. CVs will not be considered.

**PERSONAL DETAILS**

**Name:**

**Address:**

**Mobile Number:**

**Email:**

**RELEVANT EDUCATION AND TRAINING HISTORY**

**CURRENT OR MOST RECENT EMPLOYMENT**

**Name and Address of Employer:**

**Position Held:**

**Main Duties:**

**Start Date:** **Period of Notice:** **Annual Salary:** €

**PREVIOUS WORK EXPERIENCE**

Please list, starting with the latest, any previous positions you have held which are relevant to the post, with a brief description of duties and dates.

**Name and Address of Employer:**

**Position Held:**

**Start Date:** **End Date:**

**Main Duties:**

**Reason for leaving:**

**Name and Address of Employer:**

**Position Held:**

**Start Date:** **End Date:**

**Main Duties:**

**Reason for leaving:**

**Name and Address of Employer:**

**Position Held:**

**Start Date:** **End Date:**

**Main Duties:**

**Reason for leaving:**

**Name and Address of Employer:**

**Position Held:**

**Start Date:** **End Date:**

**Main Duties:**

**Reason for leaving:**

**WORKING WITH WOMEN’S AID**

Please state briefly why you are interested in employment with Women's Aid as an organisation.

**EXPERIENCE RELEVANT TO THIS POST**

Please use this space to highlight why you are a suitable candidate for this position.

The **Recruitment Pack** indicates the knowledge, competencies, experience and attributes required in order to carry out the responsibilities of this post. Please therefore address all these elements as listed, with explicit reference to the **key and desirable experience and skills sought**, drawing upon all of your experience, whether from paid or unpaid work.

**REFEREES**

Please give the details of two referees (one should be a current or most recent employer). We will not contact your referees until after interview process and not without notifying you first.

|  |  |
| --- | --- |
| **Name:**  **Position:**  **Organisation:**  **Telephone:**  **Email:** | **Name:**  **Position:**  **Organisation:**  **Telephone:**  **Email:** |

**WHERE DID YOU HEAR ABOUT THIS POSITION?**

Activelink.ie  The Wheel  Email  Jobs.ie  Women’s Aid website

Women’s Aid Instagram  Women’s Aid LinkedIn  Women’s Aid X

Other  (Please Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DECLARATION**

**Please tick to confirm**

I declare that the information set forth in this application form is, to the best of my knowledge, true and complete.

I confirm that I am eligible to work in Ireland.

**Signed:**

**Date:**

**HOW TO SUBMIT YOUR APPLICATION**

**Application Form:** Application forms, clearly referenced **BSA2025** in the subject line, should be sent by email only to Anna Sheridan at finance@womensaid.ie.

Please note that only application forms are accepted. CVs will not be considered.

**Closing date:** 5pm, Friday 1

**Interview schedule:** It is anticipated that first round interviews will be held on the week commencing 25th August 2025 at Wilton Place, Dublin 2

**Data Protection:** All applications are confidentially processed and retained in accordance with the Women’s Aid data protection policy. Applications of unsuccessful candidates will be deleted after 15 months.