Tintean Housing Association CLG

53 O’Connell Street

X91 XAV6

051-844076

# Guidance for completing the application

* All applications should be submitted by email to: nualatyers@gmail.com
* Please complete all sections even if you are including a CV or cover letter with your application.
* Include additional sheets if needed
* Typed applications are preferred
* Please send in Word or PDF formats only
* Please state ‘NA’ in sections that are Not Applicable to you.
* Should an offer of employment be made, you will be required to provide evidence of eligibility to work in Ireland.
* Should an offer of employment be made, Tinteán Housing Association CLG will seek details about any convictions, cautions, reprimands or final warnings. These will be assessed in the context of the role applied for and risk assessment in relation to the vulnerabilities of the clients, tenants, staff or other context in which you would be placed to work in order to make a decision about the safety of proceeding with a contract offer.
* All recruitment applications and processes are treated with confidentiality.
* Tinteán Housing Association CLG aims to create an inclusive and diverse workforce and recognises that applicants from marginalised groups may require different supports in order to contribute their skills and experience and Tinteán Housing Association CLG is committed to encouraging and supporting the development of a diverse workforce.

# Application Form

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| Applicant Name |  |
| Post Title |  |
| Applicant Address |  |
| Applicant Email |  |
| Applicant Phone Number |  |

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| Are you legally permitted to work in Ireland without restriction? During the recruitment process evidence of entitlement to work in Ireland will be sought. Please indicate which of the following you have: | | | | |
| Irish Passport or full Irish Birth Certificate and PPS Number | |  | EEC Passport or Identity Card plus the required work registration letter |  |
| Non-EEA Passport with relevant Irish  Residence Permit and/or Right to Work Evidence | |  | Certification of Registration or Naturalisation as an Irish Citizen |  |
| Do you have any relationship to, or association with, any current or former Tinteán Housing Association employee or resident? | | | | |
| Name of Person |  | | | |
| Relationship to you |  | | | |

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| Do you hold a valid driving licence? Full Provisional or Other? |  |
| Do you have regular access to a car? |  |

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| Tinteán Housing Association CLG is an equal opportunities employer. | |
| Do you consider yourself to have a disability or any medical condition that would affect your ability to carry  out the work of this role as described in the Job Description on a continuous basis? |  |
| If yes, what supports, modifications or accommodations could we make to facilitate you to be successful in this role? |  |

During the recruitment process you will be asked for details about any convictions, cautions reprimands or final warnings and these are considered in the context of the role applied for. A criminal record does not necessarily prevent you from being employed with Tinteán Housing Association CLG. Criminal record information is treated in the strictest of confidence.

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| EDUCATION  Please outline the details of any major award qualifications | | | |
| Title or Course and Qualification | Training provider, Educational  Institute, School, College or  University name | From (month & year) to (month & year) | Results Status (please note if course is still in progress or where  complete your result) |
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| Please note any other relevant training courses, minor awards, component certificates completed including employment based training | | | |
| Course Title | | Date Complete | |
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| EXPERIENCE  Beginning with your most recent role, please provide details of your previous employment experience | | | | | |
| Organisation  Name | Position Title | Key Achievements | Start Date | Finish Date | Reason for leaving |
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| VOLUNTARY ROLES  Please indicate any volunteer roles, board or association memberships here | |
| Organisation Name | Your involvement (Please specify duration) |
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| ADDITIONAL INFORMATION  The Job Description for the role you have applied for outlines the duties and responsibilities for this role along with the required and desired education and experience. In order to assess your application please complete the following questions (maximum 500 words per question) |
| Please explain the relevance of your experience and knowledge to meet the requirements of this role? |
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| What would you see are the main challenges you would face in this role if you were successful? |
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| What strengths would you bring to this role and the Tinteán Housing Association CLG team? |
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| Why, at this point in your career, have you applied for this role with Tinteán Housing Association CLG? |
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| REFERENCES  Please give the name, telephone number, email address and occupation of three referees, who would be in a position to assess your skills, knowledge and aptitude for this post.  One of these must be your current or most recent employer.  Referees should not be related to you. Please note we will not contact referees without your prior permission. | | | |
| Name: |  | Name: |  |
| Phone: |  | Phone: |  |
| Email: |  | Email: |  |
| Occupation: |  | Occupation: |  |
|  |  |  |  |
| Name: |  |  |  |
| Phone: |  |  |  |
| Email: |  |  |  |
| Occupation: |  |  |  |

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| NOTICE & AVAILABILITY | |
| If you were successful in your application, when is your availability to start or notice period you would need to serve in your current role? |  |
| Do you have any large blocks of leave or holidays coming up in the next 6 months? |  |

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| DECLARATION | |
| Please sign below to agree to the following statements:   * I certify that all the information I have given is correct and understand that any false information given may result in any job offer being withdrawn. * I understand that the processing of my personal data is necessary in order to take steps prior to entering into a contract and will be handled and processed as outlined in the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018). If I am successful in the recruitment and selection process, my data will be made available to the Human Resources Department and relevant third parties where required for administration of my employment. | |
| Applicant Signature |  |
| Date |  |