

SCOUTING IRELAND EMPLOYMENT APPLICATION FORM

Position: National Scout Centre Operations Supervisor - Castle Saunderson

Reporting to: National Scout Centres' Manager

Contract: Fixed-term position for 12 months (1 year)

Salary: Appropriate to the role and will take into account the non-profit nature of Scouting.

Location: Castle Saunderson International Scout Centre, Belturbet, Co. Cavan



Please complete application in type or using black pen for photocopying purposes. Please fill in all sections.

NAME:

Address for correspondence:

Email address:

Telephone Number:

Are there any restrictions to you working in Ireland?

Do you have a full, clean driving licence?

Do you have access to a car?

If successful, when could you take up the post?

SECTION I: IT SKILLS

Please indicate your level of knowledge in each of the following:

	No Knowledge	Limited Familiarity	Extensive Use in Work Situation
Microsoft Word			
Microsoft Excel			
Microsoft PowerPoint			
Email			
Internet			

Any other relevant computer skills:

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SECTION II: EMPLOYMENT / PROFESSIONAL EXPERIENCE

Please give details of all work experience relevant to the role being applied for, beginning with your present or most recent employer:

Dates employed (month and year)	Employer's name and address	Job title, whom you were reporting to & description of duties/responsibilities	Reason for leaving

SECTION II: EMPLOYMENT / PROFESSIONAL EXPERIENCE

Please give details of all work experience relevant to the role being applied for, beginning with your present or most recent employer:

Dates employed (month and year)	Employer's name and address	Job title, whom you were reporting to & description of duties/responsibilities	Reason for leaving

Please give details of any volunteering experience relevant to the role being applied for, beginning with your present or most recent volunteer role:

Dates (month and year)	Organisation name and address	Role title & description of duties/responsibilities	Reason for leaving

(add more lines to the above table if required)

SECTION III: EDUCATION, TRAINING AND MEMBERSHIP OF PROFESSIONAL BODIES/ASSOCIATIONS

Please provide details of your second level and post-second level education and educational achievements, indicating if you did not pass or complete a course:

Name of establishment / awarding body <i>(Please start with most recent)</i>	Dates attended (to/from) <i>(State full or part time)</i>	Qualification / accreditation achieved

(add more lines to the above table if required)

Please give details of any relevant external or internal courses, training or professional development that you have undertaken (including dates and length of course, accreditation etc.):

Name of body <i>(Please start with most recent)</i>	Dates (to/from)	Detail

(add more lines to the above table if required)

If you are a member of any professional body or associations, please provide details here:

Name of professional body or association	Date membership granted	Status of membership

(add more lines to the above table if required)

SECTION IV: OVERALL PROFILE AND SUITABILITY FOR THE POST

The description for the National Scout Centre Operations Supervisor - Castle Saunderson role with Scouting Ireland outlines the knowledge, skills, experience and attributes required to successfully carry out the responsibilities of the post. In no more than 1,000 words, please outline how your skills and experience meet the criteria:

Please outline the qualities you would bring to the post:

Please outline why you are applying for the role of National Scout Centre Operations Supervisor - Castle Saunderson with Scouting Ireland:

Candidates called to interview may be asked to provide documentary evidence to support the information provided in this application form

SECTION V: REFERENCES

Please give the name, address, telephone number and occupation of two referees, who would be in a position to assess your skills, knowledge and aptitude for this post. At least one should be your current or most previous employer. Referees must not be related to you.

Name:	Name:
Position:	Position:
Address:	Address:
Tel No:	Tel No:

(Please note: we will not contact referees without your prior permission)

Please provide details of any special arrangements in relation to either communications or access that you may require if invited to interview:

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CONDITIONS & DECLARATION

You confirm that you understand that if you are successful in your application and are offered a position with Scouting Ireland the offer is conditional upon you:

- Completion of 2 successful reference checks.
- Successfully completing Garda Vetting/Access NI checks.
- Verification of relevant qualifications.
- Successfully completing medical examination to be carried out by a medical practitioner.
- Producing evidence to show that you are entitled to live and work in Ireland.

You confirm that you have reviewed the above information supplied to Scouting Ireland and hereby certify that, to the best of your knowledge and belief, such information is true and complete and is not misleading in any material respect. You understand that any falsification, omission or misrepresentation on your part will be treated as serious misconduct and may result in the termination of your employment with the company in the event that you are successful in your application for employment with Scouting Ireland.

You understand that certain information hereby provided by you is personal data, within the meaning of that term as defined in the Data Protection Acts 1988 and 2003 (the "Acts"), and you confirm that the provision of this information by you so that it may be processed for the purposes of consideration of your application constitutes a consent for the purposes of the Acts.

You understand that selection will be carried out consistent with Scouting Ireland's Human Resources Policy and that canvassing will result in immediate disqualification

Signature: _____

Date: _____

The closing date for receipt of applications is 17:00 on Friday 17th May 2019.