# Application for employment

**Please complete all sections of this application and return via email to **lauren**@volunteer.ie by 5pm Friday July 19th 2024.**

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| **Post applied for:** | **Finance and Governance Officer** |
| **Closing Date:** | **Friday July 19th 2024** |
| **Interviews:** | Thursday July 25th 2024 |

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| **Personal details** | | | | | |
| Title: | | | | | |
| Surname: | | | Forename: | | |
| Address: | | | | | |
| Telephone number: | | | E-mail address: | | |
| **Current or most recent employment (paid or unpaid)** | | | | | |
| Name & address of employer: | | | | | |
| Job title: | | | | Date of appointment: | |
| Period of notice required / leaving date if not now working: | | | | | |
| Reason for leaving: | | | | | |
| Please provide an outline of your main responsibilities: | | | | | |
| **Previous employment/experience (paid and/or unpaid)**  **Please start with your most recent position. Add space and rows if needed.** | | | | | |
| **Date of employment (start & end)** | **Name and address of employer** | **Job title and brief details of main responsibilities** | | **Paid or unpaid role** | **Reason for leaving** |
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| **Education, training and professional qualifications**  Please start with the most recent qualification and include any currently being pursued. Add space and rows if needed. | | |
| **Dates** | **School / university / college** | **Qualifications obtained** |
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## Supporting statement

Please write a statement explaining:

* Why you are applying for this position;
* How you meet the requirements set out in the person specification and job description, demonstrating your experience/skills where possible; and
* Earliest start date.

Please continue on additional sheets of a4 if necessary, but **do not submit more than a total of two a4 pages for the supporting statement.**

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## Referees

Please provide details of two people, not related to you, who will provide a reference for you.

One of these must be your current employer, or most recent employer if you are not currently employed. The other should be a referee who can express an opinion on your work and your ability to perform the job for which you are applying.

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| **Referee 1** | **Referee 2** |
| Name of referee 1: | Name of referee 2: |
| Name of organisation: | Name of organisation: |
| Occupation: | Occupation: |
| Address: | Address: |
| Email: | Email: |
| Contact number: | Contact number: |
| Relationship to you: | Relationship to you: |
| **May we request a reference: please edit to show** | |
| * At any time * Only after an offer of employment | * At any time * Only after an offer of employment |

## Equal opportunities

Volunteer Ireland is an equal opportunities employer. Please provide details of any special arrangements or adjustments you would require to enable you to participate in our selection process effectively:

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## Declaration

To the best of my knowledge the information on the application is correct.

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| **Signed:** (digital signatures accepted) | **Date:** |
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