

**APPLICATION FORM FOR POSITION OF ADMINISTRATOR - IT SUPPORT**

**Information note:** Please read the job description before submitting this application. The application form must be typed and should be accompanied by your CV. All completed applications should be emailed, **as one document,** to Denise Leavy at [dleavy@communitylawandmediation.ie](mailto:dleavy@communitylawandmediation.ie) The closing date for receipt of applications is 5pm Thursday 7th November 2024 and interviews will be held on Wednesday 13th November or Thursday 14th November 2024.

**I have read**  [**CLM Fair Processing Notice**](https://communitylawandmediation.ie/data-privacy-notice/) **on CLM’s website and wish to proceed with my application**

1. **PERSONAL DETAILS**

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| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **E-mail:** |  |

1. **RELEVANT THIRD LEVEL AND PROFESSIONAL QUALIFICATION**

**Please set out your qualifications below**

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| --- | --- |
| **Year Awarded Qualification** | |
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1. **EXPERIENCE**

**Please provide further information in relation to the following (max 200 words for each)**

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| **Experience in the area of IT support:** |
| **Experience working with or knowledge of:**   * **Microsoft Cloud technologies such as Office 365, SharePoint, Intune and Azure.** * **Microsoft Windows operating systems and Microsoft Office applications** * **Core Microsoft Products including Active Directory, 365 Exchange, and SharePoint** |
| **IT Training experience:** |
| **Experience preparing & analysing statistics reports:** |
| **Administration experience:** |

1. **PERSONAL STATEMENT**

**Please provide a personal statement indicating your suitability for the role and your motivation for the application (max 400 words)**

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