**APPLICATION FOR EMPLOYMENT WITH THE NATIONAL ADVOCACY SERVICE FOR PEOPLE WITH DISABILITIES**

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| **POST (s) APPLIED FOR:** | **Advocate Clare– Full Time Temporary Specified Purpose Contract To April 2023.**  |

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| **LOCATION(S)**  | **Ennis, Co. Clare** |

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| **SECTION 1: PERSONAL DETAILS** |
| **First Name** |  |
| **Surname** |  |
| **Contact Telephone Number** |  |
| **Email Address** |  |
| **Address for Correspondence** |  |

 ***Do you have access to a car?* Yes** [ ]  **No** [ ]

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| ***Are there any restrictions on your right to work in the Republic of Ireland?***  | **Yes** [ ]  |  | **No**[ ]  |  |

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| **SECTION 2: PERSONAL STATEMENT*****Please provide a brief summary of your relevant experience and interest in applying for this role (maximum 500 words).*** |
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| **SECTION 3: EDUCATIONAL QUALIFICATIONS** |
| **Title of Award** | **University/College/School** | **Dates of Attendance** | **Final Exam Subjects and Overall Results** |
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| **SECTION 4: PROFESSIONAL QUALIFICATIONS AND MEMBERSHIPS (IF ANY)** |
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| **SECTION 5: INFORMATION TECHNOLOGY SKILLS** ***Please tick the boxes that apply to you and provide details where asked.*** |
| **Software Type** | **No Knowledge** | **Limited Familiarity** | **Extensive Knowledge** | **Qualification Obtained (please specify the type)** |
| **Microsoft Word** |[ ] [ ] [ ]   |
| **Microsoft Excel** |[ ] [ ] [ ]   |
| **Microsoft Outlook** |[ ] [ ] [ ]   |
| **Microsoft PowerPoint** |[ ] [ ] [ ]   |
| **Database / Statistical**  |[ ] [ ] [ ]  **Name of software:**  |
| **Other (please specify)** |[ ] [ ] [ ]   |

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| **SECTION 6: COMMUNITY / VOLUNTARY EXPERIENCE (IF ANY)**  |
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| **SECTION 7: EMPLOYMENT HISTORY** ***Please complete a new section for each post held, even within the same organisation. Start with your most recent employment. Copy and paste this section to add more roles.*** |
| **Job Title** |  |
| **Employer Name and Address** |  |
| **Dates of Employment** |  |
| **Nature of Work** *Please tick the relevant box.* | **Employee** [ ]  **Employment Scheme (e.g. CE, TUS)** [ ] **Volunteer** [ ]  **Intern / Other** [ ]  |
| **Hours of Work***Please tick the relevant box.* | **Part Time** [ ]  **Full Time** [ ]  **Flexi** [ ]  |
| **Type of Contract***Please tick the relevant box.* | **Fixed-Term** [ ]  **Specified Purpose** [ ] **Permanent** [ ]  **Freelance/Other** [ ]  | **Start Date:****Finish Date:**  |
| **Main Duties and Responsibilities (200 words max)** |
|  |
| **Key Achievements (200 words maximum.)** |
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| **SECTION 7: EMPLOYMENT HISTORY (Continued)*****Please complete a new section for each post held, even within the same organisation. Start with your most recent employment. Copy and paste this section to add more roles.*** |
| **Job Title** |  |
| **Employer Name and Address** |  |
| **Dates of Employment** |  |
| **Nature of Work** *Please tick the relevant box.* | **Employee** [ ]  **Employment Scheme (e.g. CE, TUS)** [ ] **Volunteer** [ ]  **Intern / Other** [ ]  |
| **Hours of Work***Please tick the relevant box.* | **Part Time** [ ]  **Full Time** [ ]  **Flexi** [ ]  |
| **Type of Contract***Please tick the relevant box.* | **Fixed-Term** [ ]  **Specified Purpose** [ ] **Permanent** [ ]  **Freelance/Other** [ ]  | **Start Date:****Finish Date:**  |
| **Main Duties and Responsibilities (200 words max)** |
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| **Key Achievements (200 words maximum.)** |
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| **SECTION 7: EMPLOYMENT HISTORY (Continued)*****Please complete a new section for each post held, even within the same organisation. Start with your most recent employment. Copy and paste this section to add more roles.*** |
| **Job Title** |  |
| **Employer Name and Address** |  |
| **Dates of Employment** |  |
| **Nature of Work** *Please tick the relevant box.* | **Employee** [ ]  **Employment Scheme (e.g. CE, TUS)** [ ] **Volunteer** [ ]  **Intern / Other** [ ]  |
| **Hours of Work***Please tick the relevant box.* | **Part Time** [ ]  **Full Time** [ ]  **Flexi** [ ]  |
| **Type of Contract***Please tick the relevant box.* | **Fixed-Term** [ ]  **Specified Purpose** [ ] **Permanent** [ ]  **Freelance/Other** [ ]  | **Start Date:****Finish Date:**  |
| **Main Duties and Responsibilities (200 words maximum.)** |
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| **Key Achievements (200 words maximum.)** |
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| **SECTION 8: KEY COMPENTENCIES FOR THE ROLE*****For each of the competency areas below, briefly highlight specific achievements, contributions or expertise you have developed from your career to date, which demonstrate your suitability to meet the challenges of this role. Further details of the competencies are provided in the application pack for this role (maximum 300 words per section).*** |
| 1. **Specialist knowledge and self-development**
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| 1. **Ability to advocate on behalf of people with disabilities**
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| 1. **Ability to review, monitor and evaluate, and organisation/administrative skills**
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| 1. **Ability to Identify Policy Issues**
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| 1. **Communication Skills/Team Work**
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| 1. **Drive and commitment to NAS Core Values**

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| **SECTION 9: REFERENCES*****Please give the names and addresses of two people from different organisations who have agreed to act as referees for you. One referee must be someone from your current or most recent employer with knowledge of your skills and experience.*** |
| **Do you require notification before your referees are contacted? Yes** [ ]  **No** [ ] ***Please note that references will not be taken up without the applicant’s consent.*** |

 **1st Referee**

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| **Name** | **Title** | **Company** | **Contact Details** |
|  |  |  | Telephone:Email:  |

**2nd Referee**

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| **Name** | **Title** | **Company** | **Contact Details** |
|  |  |  | Telephone:Email:  |

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| **SECTION 10: APPLICANT DECLARATION** |
| *I declare to the best of my knowledge and belief, all particulars I have given are complete and true. I understand that any false declaration, misleading statement or significant omission may disqualify me from employment and render me liable to dismissal. I understand that a medical may form part of this recruitment process and that any job offer is subject to satisfactory references and sight of educational awards relied upon in this application or at interview and successful completion of a probationary period.***Signed (type or write):** **Date:** *Please note that by submitting this form you give consent to NAS to use the information in this application form in line with our Data Protection Notice for Job Applicants.* [*http://www.citizensinformationboard.ie/en/data\_protection/nas.html*](http://www.citizensinformationboard.ie/en/data_protection/nas.html) |