

APPLICATION FORM
COMMUNITY CAMPUS ADMINISTRATION & DEVELOPMENT
OFFICER



Name: _____

Address: _____

Email: _____

Telephone No.: _____

Please outline how you qualify under the CSP Scheme:

- a) Persons in receipt of job seekers benefit
- b) Job seekers assistance or one parent family payment
- c) Persons in receipt of disability allowance, invalidity pension, blind person's pension or other disability benefit
- d) Travellers in receipt of job seeker's benefit, job seeker's assistance or one parent family benefit
- e) Stabilised and recovering drug misusers
- f) Ex-prisoners
- g) People employed from community employment (CE) and job initiatives (JI) schemes are deemed eligible
- h) Rural Social Scheme (RSS) workers who are former CE placements are also eligible

Unless you qualify under one of the above headings you are not eligible to apply for this position and should not submit your application

Please supply the names and addresses of two referees:

Name: _____

Address: _____

Email: _____

Telephone No.: _____

Name: _____

Address: _____

Email: _____

Telephone No.: _____

Educational Background

Please submit on a separate sheet the educational facility or facilities attended by you, the dates and any qualifications (e.g. Junior Certificate, Leaving Certificate, Third Level Qualification, FETAC Qualification, etc.)

Employment History

Please submit on a separate sheet full details of your employment history including:

- a) the name and address of your employer
- b) the dates during which you were employed with that employer
- c) the position held
- d) a detailed outline of the duties performed by you in that job
- e) reason for leaving

Relevant Qualifications

Please furnish an outline of any other relevant qualifications you might have e.g. Health and Safety, First Aid, qualifications in sport, qualifications in any relevant trade, management or marketing area.

Please give an outline of any relevant experience including involvement with community or sporting or other voluntary organisations, involvement in the management and maintenance or operation of any sporting or community or similar facility or other relevant experience as an employee, manager, or volunteer.

Please give an outline of any relevant experience you might have which you believe will assist you in the performance of this position.

The position will require some evening and weekend work. Please indicate if there are any particular hours or days of the week during which you will not be in a position to carry out your duties.

Please outline your hobbies and interests.

Please furnish any additional information that would support your application.

Closing date for application: 08th July 2014

Applications to be returned to:

The Chairperson
Carrigtwohill Community Council Limited
Community Centre
Main Street
Carrigtwohill
Co. Cork.

Canvassing disqualifies.