## 

## IN CONFIDENCE

**Munster Ladies Gaelic Football Association**

# Administrator

# APPLICATION FORM

In the initial consideration of candidates the information supplied by them plays a significant part in determining who should attend for interview. It assists to have the information in an orderly form and it ensures that the comparison is thorough and fair.

It is therefore in the candidate’s interest to complete this application form clearly and be written with understanding, accuracy and legibility. **All sections of the form must be completed.**

Information given will be used only for the purposes of this application and will be treated in a confidential manner. The application form will be a part of the selection criteria. Illegible forms may be withdrawn.

Instruction

1. The completed application form in conjunction with CV must be returned so as to arrive **not later than 4.00 p.m. on *Wednesday 19th July 2023.*** Application forms received by the Association after the deadline date and time will not be accepted.
2. Completed applications must be returned via post to the address below or via email to secretary.munster@lgfa.ie
3. Postal applications should be posted to arrive with Munster Ladies Gaelic Football Association on or before the date shown above.
4. **This application form has been devised to enable the short-listing process and relates directly to the criteria outlined in the job advertisement. Failure to provide sufficient information/detail in response to the direct questions could result in your application not being short-listed, due to a lack of information.**

**SECTION 1. POSITION DETAILS**

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| **POSITION APPLIED FOR** | **Munster LGFA Administrator** |

**SECTION 2. PERSONAL DETAILS**

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| **Please use BLOCK LETTERS** | | |
| Title (Mr, Mrs, Ms,) | Surname | Forename (s) in full: |
| Residential / Postal Address | | |
| Contacts Private ( ) Business ( )  Mobile ( ) Email | | |

**SECTION 3. QUALIFICATIONS**

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| **EDUCATIONAL QUALIFICATIONS. Please give details of your qualifications, i.e. Junior Cert, GCS,GCSE, Leaving Certificate and/or others and please ensure you include the result/grade.** | | | | | |
| Dates Attended  From To | | School/College/Institute Attended | Course Pursued | Subject | Result/Grade |
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**SECTION 3. QUALIFICATIONS CONTD**

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| **DEGREE AND/OR POST GRADUATE DIPLOMAS, MASTERS, CERTIFICATES etc** | | | | | |
| Dates Attended  From To | | College/Institute Attended | Course Pursued | Subject | Result/Grade |
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| **FURTHER QUALIFICATIONS**  **Please provide full details of any further relevant qualifications you may hold, not listed above.** | |
| **MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS** |  |
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| **PROFESSIONAL QUALIFICATIONS** |  |
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| **RELEVANT TRAINING COURSES ATTENDED** |  |
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| **INFORMATION TECHNOLOGY**  **Please describe below how your level of skill and experience meets the essential IT requirements for the role.** |
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### SECTION 4. EMPLOYMENT HISTORY

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| **MOST RECENT EMPLOYMENT POSITION**  **For your current or most recent employment position, please provide the following details:** | |
| **Name of Employer (please also describe the nature of the business)** |  |
| **Address and Tel number** |  |
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| **Position Held** |  |
| **Describe main duties and responsibilities** |  |
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| **Date of Appointment** | **From : To:** |
| **Salary at present/On leaving** |  |
| **State any additional financial remuneration or allowances** |  |
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| **Reason for leaving:** |  |
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| **If appointed what level of notice is required** |  |

**SECTION 4. EMPLOYMENT HISTORY CONTD**

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| **PREVIOUS EMPLOYMENT.**  **Please give particulars of all full time employment since your full time education, starting with the appointment immediately preceding that described above.** | | | | | |
| Dates  From To | | Name and Address of Employer | Position Held and Main Responsibilities | Salary on leaving | Reason for Leaving |
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**SECTION 5. INTERESTS**

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| **HOBBIES AND INTERESTS**  **What are your main interests outside work?** |
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### SECTION 6. ADDITIONAL INFORMATION

The following section asks you to provide an overview of how you meet the skills and experience in relation to the essential and desirable criteria in the job advertisement. Candidates should refer to the specific criteria for the job for which they are applying and demonstrate their ability to meet same.

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| **QUALIFICATIONS**  **Please outline how your qualifications meet the requirements for the post.** |
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**SECTION 6. ADDITIONAL INFORMATION CONTD**

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| **KNOWLEDGE AND EXPERIENCE**  **Briefly outline how you meet the knowledge and experience requirements that are essential and desirable for this role.** |
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| **PLANNING & ORGANISING SKILLS**  **Provide an example of how you have demonstrated the planning and organising skills necessary to be successful for this role.** |
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| **INITIATIVE**  **Describe a time when you have made improvements or suggested new ideas in your job in order to meet a specific objective. What were your ideas and what was the result?** |
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**SECTION 7. REFERENCES**

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| **REFEREE INFORMATION** | | | |
| Name | Organisation and position held | Relationship to you | Contact details |
|  |  |  | Phone :  Fax :  Email : |
|  |  |  | Phone :  Fax :  Email : |
|  |  |  | Phone :  Fax :  Email : |
| Do you require notification before your referees are contacted? Yes / No | | | |

### SECTION 8 – DECLARATION & SIGNATURE

I hereby certify and declare that:

1. All of the information that I have provided on this application has been honestly and accurately articulated to the best of my knowledge and belief.
2. I have not canvassed any member or employee of the Ladies Gaelic Football Association or sought for or consented to any manner of canvassing to be undertaken on my behalf and that, from the date hereof, I will not undertake seek or consent to any such canvassing.

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please ensure that you have provided all of the information for which you have been asked. A candidate found to have given false information or to have wilfully suppressed any material fact will be liable to disqualification or, if appointed, to dismissal.

The completed form along with your CV should be returned to:

**Mary Courtney**

**Munster LGFA Secretary**

**Glebe**

**Kilcummin**

**Killarney**

**Co.Kerry**

**Or via email to secretary.munster@lgfa.ie**

***NOTE: Receipt of returned application forms will not be acknowledged. Unsuccessful applicants will be informed following confirmation of an appointment.***

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