

FAO. Gerard Quinn  
 Company Secretary  
 Carlingford Heritage CLG  
 Carlingford Heritage Centre  
 Carlingford  
 Co Louth A91YK66



**Application Form for the Post:**

**Project Manager**

**1. Guidelines:**

Please complete accurately, giving as many details as possible of your skills and experience in relation to this job application. Short listing will be based on the information gathered in the form, please read in conjunction with the job description and key skills/competencies. You will be advised of the outcome of your application in writing. Completion of all sections is mandatory, incomplete applications will not be considered.

Please ensure that the finished form is printed out using Microsoft Word, or print out and complete the form in black.

**2. Applicants Details:**

**Personal Information**

Title:	Surname:	First Name:

**Home Address:**

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**Contact Details:**

<b>Home Number:</b>	
<b>Mobile:</b>	
<b>E-mail:</b>	

### 3. Education:

Please tell us about your education and any qualifications which you feel are relevant to the Post. Include relevant courses which you are currently undertaking. Please start with your most recent. \* **Mandatory** (Please ensure all sections in this category are filled as it determines the selection process rating for shortlisting).

**Additionally you will be required to produce Certificates evidencing your qualifications.**

Name of School/College/University/ Or Training body *	Subject Studied*	Full Time *	Part Time *	Qualification Level ( National Qualification Framework Standard)* <a href="http://www.qqi.ie/Pages/National-Framework-of-Qualifications-%28NFQ%29.aspx">http://www.qqi.ie/Pages/National-Framework-of-Qualifications-%28NFQ%29.aspx</a>	Date gained *	Grade achieved *

### 4. Training:

Please list any training you have received or courses which did not lead to a qualification but which you believe are relevant to the post you are applying for.

Training Course	Full Time	Part Time	Competence gained	Date of completion

**5. ICT:**

	No knowledge	Limited familiarity	Extensive use in work	Qualification Award (if any)
Microsoft Word				
Microsoft Excel				
Microsoft Outlook				
Database / Statistical Analysis software (please specify)				
Social Media (please specify which)				
Wordpress-website management				
Other (please specify)				
Please give examples of the use you have made of a) the internet and b) social media to support/enhance your work in previous employments.				

**6. Membership of a Professional Body/Institute:**

Awarding Body	Level of Membership	Date Awarded	Not Applicable

**7. Employment Record:**

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so in Section 8 : Experience/Skills. Please indicate if these posts were full time, part time, voluntary, a work placement initiative or other such work programmes, including C.E., Job Initiative, Tús, Job Bridge, other labour market programme.

1 Current/recent employer/organisation				
Name:				
Address:				
Job Title:	Post		From: Exact Dates	To: Exact Dates
	Full Time	Part Time		
Brief Description of Duties/Responsibilities and key achievements:				
Reporting to:				
Reason for leaving/changing:				
Salary and other benefits:				
2 Employer/organisation				
Name:				
Address:				
Job Title:	Post		From: Exact Dates	To: Exact Dates
	Full Time	Part Time		
Brief Description of Duties/Responsibilities and key achievements:				
Reporting to:				
Reason for leaving/changing:				

**3 Employer/organisation**

Name:

Address:

Job Title:

Post

From: Exact Dates

To: Exact Dates

Full  
TimePart  
Time

Brief Description of Duties/Responsibilities and key achievements:

Reporting to:

Reason for leaving/changing:

**4 Employer/organisation**

Name:

Address:

Job Title:

Post

From: Exact Dates

To: Exact Dates

Full  
TimePart  
Time

Brief Description of Duties/ Responsibilities and key achievements:

Reporting to:

Reason for leaving/changing:

**5 Employer/organisation**

Name:

Address:

Job Title:

Post

From: Exact Dates

To: Exact Dates

Full  
TimePart  
Time

Brief Description of Duties/Responsibilities and key achievements:

**Reporting to:**

**Reason for leaving/changing:**

## **8. Experience/Skills:**

**This section is for you to give specific information to support your application. Please set the information out on a maximum of 1 A4 paper.**

**After reading the Job Description and key skills/competencies as outlined please now carefully consider to what extent you have gained the skills and experience necessary to the post.**

**(Your experience need not have to be gained in paid employment and may include voluntary work, special interests relevant to the post. It is important you provide evidence of your achievement by giving examples to support your application. You may wish to use the headings in the personal specification in order to set out the information more clearly).**

**9. Please outline your direct experience relating to the post you are applying for:**

**10. Please outline any other relevant related experience:**

## 11. References:

Please give name, address and position/occupation of two referees. One must be your present or most recent employer. References will only be taken up for the successful candidate. Testimonials or references from friends and relatives are not acceptable.

Name:			
Position:			
Organisation:			
Address:			
Contact Numbers:	Work:	Mobile:	E-Mail:
Name:			
Position:			
Organisation:			
Address:			
Contact Numbers:	Work:	Mobile:	E-Mail:

Do you require a work permit? Yes ( ) No ( )

Do you have a full, current driving licence? Yes ( ) No ( )

## 12. Declaration and Signature

*I understand and agree to the following:*

- *Canvassing will result in immediate disqualification.*
- *Staff posts may be subject to Garda Vetting and a Declaration Form must also be completed prior to commencing work.*
- *Should the employer hire me and should any of the information I have given in this application be false, misleading or incomplete, it may lead to my employment being terminated.*
- *The employer reserves the right only to interview on the basis of information supplied in the application form by candidates who meet the criteria for the post.*
- *Carlingford Heritage CLG is an equal opportunities employer, committed to ensuring that the talents and resources of all our employees are utilised to the full. We will not discriminate unfairly against any individual in matters of recruitment or selection for any position, promotion, training or development irrespective of; gender, civil status, race, disability, religious belief, sexual orientation, family status, membership of the Traveller community or age.*
- *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 any job offer is subject to satisfactory references, sight of educational awards relied upon in this application or at interview and successful completion of a probationary period.*

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date



By signing and returning this application form you consent to Carlingford Heritage CLG using the information about you, or third parties such as referees, relating to your application. This information will be used solely in the recruitment process. (See **Data Protection** section 13)

**Thank you for completing the form. Please print on both sides of the paper.**

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### **Application Process**

- Applications must be made by way of an Application Form **only**, with a detailed cover letter in an envelope marked Private & Confidential, to Gerard Quinn, Company Secretary, Carlingford Heritage CLG, Carlingford Heritage Centre, Carlingford, Co Louth.
- **Only postal applications will be accepted.**
- Closing date for receipt of applications is 16<sup>th</sup> September at 1pm (no late applications will be accepted).
- Job description and application form are available on <https://carlingfordheritagecentre.com/careers/>
- Please note this post may be subject to Garda Clearance.
- Interviews will be held within one month of receipt of applications.
- Carlingford Heritage CLG is an equal opportunities employer.

### **13. Data Protection**

All personal information provided on this application form will be stored securely and will be used only for the purposes of the recruitment process. Application forms will be retained for a period of two years, and in the case of a successful candidate, for the duration of employment and a minimum of one year thereafter. This information will not be disclosed to any external third party without your consent, except where necessary to comply with statutory requirements. Internally, the information may be made available to the relevant Line Manager, members of the Board and to the Short listing/Interviewing Panel. You may, at any time, make a request for access to the information held about you as outlined. Should you wish to make any changes, or erasures to any of the information stored about you, please contact the Data Protection Officer.

#### **Note to interested applicants:**

Please note that Carlingford Heritage CLG use a competency base assessment system and a ranking and or short-listing exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or short listing are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.

Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.

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**An Roinn Forbartha  
Tuaithe agus Pobail**  
Department of Rural and  
Community Development

