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| Logo, company name  Description automatically generated | For official use only |
| **APPLICATION FORM FOR POSITION OF** **PROGRAMME MANAGER, DIGITAL GAMING, STRAND CAMPUS, STRANDHILL, CO. SLIGO****Closing Date: Friday 15 December 2023 at 4.30 p.m.** |
| **Section A – Personal Details**

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| --- | --- | --- | --- | --- |
| **TITLE:** |  | **FIRST NAME:** |  | **SURNAME:** |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **ADDRESS – For Correspondence Purposes** | **CONTACT DETAILS** |
|  | **Mobile Number:** |  |
| **E-mail Address:** |  |

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| ***Please note that the e-mail address provided above will be used to correspond with applicants as part of this recruitment campaign.*** |
| Should you be called for interview, is there any “reasonable accommodation” you would require to assist your attendance? (e.g. accessibility, sign language, large print, etc?)D**Driving Licence Details****Do you have a full Driver’s Licence? (Please tick) Yes No** **(Please attach copy of Driver’s Licence)** |

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**Section B – Relevant Educational Qualifications & Training**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FIRST NAME:** |  |  | **SURNAME:** |  |

**Please ensure that all sections of this application form are completed in full. It is in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form as this information may be used as part of a short-listing procedure and will inform the Interview Board, in the event that you are called for interview.**

**QUALIFICATIONS: Please attach evidence of qualification(s) required to establish eligibility for the position.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date obtained and full title of Degree(s)/Qualification etc. held**  | **Level of Qualification (e.g. Pass, Honour, Merit, Distinction, etc.)** | **Subject(s) taken** | **Grade achieved (e.g. 2.1, 1.1, etc.)** | **School, University, College, or Examining Authority** |
| **Year obtained:** |  |  |  |  |
| **Year obtained:** |  |  |  |  |
| **Year obtained:** |  |  |  |  |

**Section C – Employment Record**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FIRST NAME:** |  |  | **SURNAME:** |  |

Give below, in date order (starting with your current employer), full particulars of all employment (including any periods of unemployment) between the date of leaving school or college and the present date. If it is necessary to continue on a separate sheet, please set out the information in the same format as below:

**\*P – Permanent, T – Temporary Contract**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Title of post held; include short description of duties** | **Status of Grade****\*P/T/A** | **Name & address of employer** |
| **Period in yrs/mths** | **From** | **To** |
|  |  |  |  |  |  |
| **Reason for leaving** |  |  |
|  |  |  |  |  |  |
| **Reason for leaving** |  |  |
|  |  |  |  |  |  |
| **Reason for leaving** |  |  |
|  |  |  |  |  |  |
| **Reason for leaving** |  |  |

**Section D – Competencies**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FIRST NAME:** |  |  | **SURNAME:** |  |

In each of the competency areas below, briefly detail an example that you feel best demonstrates your capacity in the competency area described. Some details of the competencies are set out in the *Information for Candidates* booklet. (250 words maximum)

|  |
| --- |
| **(a) Strategic** (250 words maximum) |
|  |
| **(b) Communication/networking** (250 words maximum) |
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**Section D – Competencies (contd/…)**

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| --- | --- | --- | --- | --- |
| **FIRST NAME:** |  |  | **SURNAME:** |  |

In each of the competency areas below, briefly detail an example that you feel best demonstrates your capacity in the competency area described.

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| **(c) Leadership** (250 words maximum) |
|  |

**Section E – Other Relevant Information**

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| --- | --- | --- | --- | --- |
| **FIRST NAME:** |  |  | **SURNAME:** |  |

|  |
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| **Please outline below any other relevant information that you wish to submit in support of your application (continue on a separate sheet if necessary):** |
|  |

**Remember, you may be short-listed for interview based on the information that you supply on this application form. Anything that you write may be discussed in more depth should you be called for interview.**

**Section F – Referees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FIRST NAME:** |  |  | **SURNAME:** |  |

**Please provide the names of two responsible persons as referees, to whom you are well known but NOT related. The referees should be either a current/previous employer or someone to whom you are known in a professional capacity.**

|  |  |
| --- | --- |
| **REFEREE NO. 1** | **REFEREE NO. 2** |
| **NAME & ADDRESS** | **NAME & ADDRESS** |
|  |  |
| **Please state how this person is known to you, e.g. previous employer, acquaintance, etc.** | **Please state how this person is known to you, e.g. previous employer, acquaintance, etc.** |
|  |  |
| **TELEPHONE NUMBER** | **TELEPHONE NUMBER** |
|  |  |
| **E-MAIL ADDRESS** | **E-MAIL ADDRESS** |
|  |  |

**Declaration**

I declare that the information supplied on this application form is correct.

I hereby acknowledge that the information supplied on this application form will be used solely for the purpose of the recruitment process.

**Signed: Date:**

The Application Form, together with any **required** documentation, must be submitted by e-mail (in PDF format) as **ONE** scanned document wherever possible to jobs@strandcampus.ie

**NOTES**

**Candidates are required to pay particular attention to the following notes in relation to the submission of Application Forms:**

* The Application Form, together with any **required** documentation, must be submitted by e-mail (in PDF format) as **ONE** scanned document if at all possible to jobs@strandcampus.ie

The declaration at the end of the Application Form **must** be signed before submission.

E-mail submission, as set out above, is the **only** format by which applications will be accepted.

* Please ensure to complete each section of the Application Form. CVs are **not** to be submitted with the Application Form.
* The onus is on candidates to establish their eligibility for the post, and documentary evidence of qualifications must be submitted with the Application Form.
* The onus is on applicants to ensure delivery and receipt of Application Form, including all required supporting documentation, by the prescribed closing date. Please note that applications must be **received** by the time specified on the closing date. **Late applications will not be accepted.**

**Checklist for Applicants**

1. Application form completed in full?
2. Declaration on application form signed?
3. Documentary evidence of relevant qualification(s) attached?
4. Copy of Driver’s Licence attached?
5. Application form & relevant documents scanned, ideally as one PDF document?
6. Application to be e-mailed to jobs@strandcampus.ie before closing date?