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**Important**

You can either print out this application form and complete with black pen, or use Adobe Acrobat, or Microsoft Word, to complete this form electronically.

Instructions on completing application form electronically:

1. **Save the document to your computer**
2. **Fill in all relevant text areas**
3. **Save your application as you complete each section**
4. **Once completed, save as a PDF and attach the PDF to an email and return ALONG with your cover letter and your CV to** [declan@mdrc.ie](mailto:declan@mdrc.ie)

Note: Apple MAC users, do not use Preview to complete this form, thank you.

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**MYE Future Youth Project Co-Ordinator (F/T**) This position is full-time for one year initially, with renewal subject to funding.

This Application Form, when completed, should be returned with your Cover letter and CV by email to declan@mdrc.ie

Closing Date: **1.00 pm on**: **May 27th 2022**

Surname (Block Capitals):- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Name (Block Capitals):- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address (for correspondence):-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent Address (if different) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No:- Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you require any special facilities/arrangements if called for interview: YES/NO. If yes, please specify:

|  |
| --- |
|  |

How did you hear about this position?

Word of Mouth Local Newspaper MDRC Website

Intreo Social Media Other

Please specify Other

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Do you hold a full driving licence? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have access to a car? *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

# PARTICULARS OF EDUCATION

1. **EDUCATION/QUALIFICATIONS OBTAINED (Start with most recent)**

|  |  |  |  |
| --- | --- | --- | --- |
| **School, College, University attended** | Period **From/To**  **(Please indicate if Full-Time or Part-Time)** | **Examinations taken indicating which level e.g Level 7, 8 etc**  **(with dates)** | **Results (Grade Obtained 1, 2.1 …Pass)** |
|  |  |  |  |

# RECORD OF EMPLOYMENT EXPERIENCE TO DATE

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** | Period of Employment  To From and Reason for Leaving | **Position Held** | **Duties/Responsibilities** |
|  |  |  |  |

N.B. PLEASE COMPLETE PAGE NUMBERS 3 & 4 IN FULL.PLEASE ALSO SUBMIT A CURRICULUM VITAE

RECORD OF EMPLOYMENT EXPERIENCE TO DATE

|  |  |  |  |
| --- | --- | --- | --- |
| Employer | Period of Employment  To From and Reason for Leaving | Position Held | Duties/Responsibilities |
|  |  |  |  |

N.B. PLEASE COMPLETE PAGE NUMBERS 3-5 IN FULL.

PLEASE ALSO SUBMIT A CURRICULUM VITAE

Details of Relevant Experience

|  |
| --- |
| In relation to the employment record you have supplied please give details of **your experience in the following areas.** You should ensure that the example(s) you use is from a recent period in your employment which you feel most equips you for this position. |

1. Please tell us how your work experience to date aligns and fits with the role of MYE Future Youth Project Co-Ordinator with MDRC? Please refer to any specific projects you have been involved in.

**(ii)** From your perspective, what are the key priorities for this project?

**(iii)** Outline your knowledge and experience of targeting and recruiting relevant and appropriate participants for projects/programmes. Give examples of successful outcomes for participants.

**(iv)**. Outline your working knowledge of the youth sector locally, regionally and nationally. (Refer to other Agencies and the range of initiatives available. Please note any barriers faced by the sector in the wider Milford area, as you understand them).

**(v)** Please outline your experience if any of writing reports and submitting data to funders especially in the area of personal progression plans and/or project outcomes?

(**vi) Level of ICT Skills**:

Please outline your Information Communications Technology (ICT) skills and experience e.g MS Office Suite; particularly MS Word, EXCEL, Access, and PowerPoint, and any Customer Relationship Management (CRM) systems you have used.

Please tick below to indicate competency with the following

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | No Knowledge | Basic Knowledge | Good Knowledge | Extensively Used |
| Databases (e.g. MS Access) |  |  |  |  |
| Accounting Packages |  |  |  |  |
| File Management |  |  |  |  |
| Presentations ( e.g. PowerPoint) |  |  |  |  |
| Client Relationship Management Systems (CRM) |  |  |  |  |
| Social Media |  |  |  |  |
| Spreadsheets (e.g. MS Excel) |  |  |  |  |
| Website Management |  |  |  |  |
| Word Processing |  |  |  |  |
| Film/Media Production |  |  |  |  |
| Zoom Platform |  |  |  |  |

Period of Notice – How soon after an offer of employment could you take up employment?

|  |
| --- |
|  |

**PLEASE PROVIDE THE NAMES OF TWO RESPONSIBLE PERSONS AS REFEREES, TO WHOM YOU ARE WELL KNOWN BUT NOT RELATED. (IF YOU ARE IN EMPLOYMENT, ONE OF THE REFEREES SHOULD BE AN EXISTING EMPLOYER)**

|  |  |  |
| --- | --- | --- |
|  | **Referee 1** | **Referee 2** |
| **Name** |  |  |
| **Address** |  |  |
| **Phone No** |  |  |
| **Email Address:** |  |  |

Before signing this Form, please ensure that you have replied fully to all questions.

I, the undersigned, HEREBY DECLARE, all the foregoing particulars to be true.

|  |  |
| --- | --- |
| Signature of Applicant: |  |
| Date: |  |

PLEASE SUBMIT A COVER LETTER AND YOUR CURRICULUM VITAE

WITH THIS APPLICATION.

Candidates may be shortlisted on the basis of information given in this Application Form, Coversheet and CV.

**Interviews for those successfully shortlisted are provisionally scheduled**

**for week beginning June 6th 2022 and will be held in-person in MDRC. Candidates will be notified by email.**

RECEIPT OF APPLICATION – Candidates who send their Applications & CVs by email should allow sufficient time to ensure receipt by MDRC, not later than the latest date and time for acceptance.

N.B. CANVASSING BY OR ON BEHALF OF THE APPLICANT

WILL AUTOMATICALLY DISQUALIFY.

**(vii) Additional/Relevant Information:** Please use this section to detail any other information you feel would be relevant to your application. You are encouraged to include experience of any voluntary/unpaid activities that you have been involved in. If including qualifications, please state the date they were obtained and the grade /level achieved. Attach and label any additional sheets used.