**Foirm iarratais fostaíochta / Employment application form**

**LE HAGHAIDH ÚSÁID OIFIGE / FOR OFFICE USE**

**Uimhir Thagartha**

**/ Ref: No:** MA-SF-04/24/\_\_\_\_

**Dáta deiridh**

**/ Closing date: 26th April 2024**

**Dáta Faighte**

**/ Date received:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Teideal poist**

**/ Job Title: Membership Administrator**

Déan an fhoirm seo a chomhlánú ( \*i gcás abairte más é an leagan leictreonach atá in úsáid agat; nó \*i gCEANNLITREACHA más fearr leat leagan lámhscríofa a chur isteach). Cuir ar ais í ar an dáta (nó roimh an dáta) a cuireadh in iúl san fhógra. Ní chuirfear iarratais a thiocfaidh i ndiaidh an spriocdháta san áireamh. Ná cuir CV leis an fhoirm seo nó ní dhéanfar é a mheas.

**Please complete this form (\*in sentence case using electronic version; or \*in BLOCK LETTERS if submitting a handwritten form) and return it on or before the closing date that was specified in the advertisement. Late applications will not be considered. Do not attach a separate CV to this form as it will not be considered.**

**D’AINM AGUS SONRAÍ TEAGMHÁLA**

**/ YOUR NAME AND CONTACT DETAILS**

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| **Ainm**  **/ Name** |  |
| **Seoladh**  **/ Address** |  |
| **Cód Poist**  **/ Post Code** |  |
| **Ríomhphost**  **/ E-mail address** |  |
| **Fón póca**  **/ Mobile number** |  |

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| **An bhfuil ceadúnas oibre uait?**  **Do you need a permit to work?** | **TÁ/NÍL**  **/ YES / NO** |
| **An bhfuil ceadúnas tiomána bailí agat?**  **Do you have a valid driving licence?** | **TÁ/NÍL**  **/ YES / NO** |
| **An bhfuil úsáid cairr agat le haghaidh do chuid oibre?**  **Do you have use of a car for work?** | **TÁ/NÍL**  **/ YES / NO** |

**OIDEACHAS & OILIÚINT / EDUCATION & TRAINING**

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| **Leibhéal**  **/ Level** | **Ábhar**  **/** **Subject** | **Grád**  **/ Grade** |
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**TAITHÍ & SCILEANNA / EXPERIENCE & SKILLS**

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| **Taithí/scileanna - Luaigh le do thoil aon taithí nó scileanna ábhartha atá agat a chuideodh leis an iarratas seo.**  **Experience/skills - Please include any relevant experience or skills you have acquired that can support this application.** |
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**DO STAIR FOSTAÍOCHTA / YOUR EMPLOYMENT HISTORY**

**Stair fostaíochta ag tosú leis an chuid is déanaí**

**/ Employment starting with most recent**

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| **Teideal poist / Fostóir**  **Job Title / Employer** | **Dátaí fostaíochta**  **/ Dates of employment** | **Achoimre ar dhualgais**  **/ Summary of duties** |
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**CAD É MAR A CHOMHLÍONANN TÚ NA CRITÉIR POIST?**

**HOW DO YOU MEET THE JOB CRITERIA FOR THIS POST?**

Mínigh an chaoi a sásaíonn tú na critéir riachtanacha agus inmhianaithe a bhaineann leis an phost seo. Tá siad sin le fáil sa tsonraíocht poist. Tá spás ann le haghaidh gach critéar. Tabhair freagra ar achan cheann acu.

Explain how you satisfy the essential and desirable job criteria for this post. These are listed in the personnel specification for the post. There is a section for each criterion. Answer each one.

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| **Critéar Riachtanach 1**  **/ Essential Criteria 1**  3rd level qualification or equivalent. |  |
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| **Critéar Riachtanach 2**  **/ Essential Criteria 2**  Minimum of 2 years’ experience working in a relevant position. |
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| **Critéar Riachtanach 3**  **/ Essential Criteria 3**  Excellent interpersonal and communication skills |
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| **Critéar Riachtanach 4**  **/ Essential Criteria 4**  Excellent IT skills particularly in the use of Microsoft office packages. |
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| **Critéar Riachtanach 5**  **/ Essential Criteria 5**  Ability to work as part of a team while also using his/her own initiative |
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| **Critéar Riachtanach 6**  **/ Essential Criteria 6**  A proven commitment to Sinn Féin, it’s policies and activism. |
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| **Desirable Criteria 1**  Knowledge and experience of Wordpress websites |
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**TAGAIRTÍ**

**/ REFERENCES**

Tabhair ainmneacha agus seoltaí, le do thoil, do bheirt mholtóirí ar féidir linn teagmháil a dhéanamh leo le haghaidh teistiméireachta; ba chóir duine acu bheith ina fhostaí reatha agat (nó ar an fhostaí is déanaí agat). Ní dhéanfar teagmháil la haon fhostóir reatha nó iarfhostóir sula ndéantar tairiscint fostaíochta.

Please give the names and addresses of two persons as referees; one should be your present/more recent employer who we can approach for references. No approach will be made to your present or previous employers before an offer of employment is made.

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| **An Chéad Mholtóir**  **/ First referee** | **An Dara Moltóir**  **/ Second referee** |
| Ainm  / Name: | Ainm  / Name: |
| Seoladh  / Address: | Seoladh  / Address: |
| Ríomhphost  / E-mail: | Ríomhphost  / E-mail: |
| Guthán  / Telephone: | Guthán  / Telephone: |
| Gaol leat  / Relationship to you: | Gaol leat  / Relationship to you: |

**CEANGLAIS SPEISIALTA**

**/ SPECIAL REQUIREMENTS**

Cuir in iúl dúinn le do thoil, má tá aon riachtanais speisialta agat, nó sa chás go gcuirfear cuireadh chun agallaimh ort, má theastaíonn uait aon socraithe ar leith. Cuideoidh sé linn cabhair a thabhairt duitse. Más fearr leat sin a phlé linn, cuir scairt le do thoil ar hr@sinnfein.ie a luaithe agus is féidir.

Please inform us about any special arrangements or adjustments that you may need us to put in place for you in the event that we invite you to interview. This will help us to help you. If, instead, you would prefer to discuss this with us, please email [hr@sinnfein.ie](mailto:hr@sinnfein.ie) as soon as possible.

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**DEARBH**

**/ DECLARATION**

Dearbhaím go bhfuil na ráitis a rinne mé ar an fhoirm iarratais seo fíor. Tuigim gurbh fhéidir go ndéanfaí dochar do m’iarratas nó go gcuirfí tairiscint mo cheaptha ar ceal má thug mé eolas bréagach ar bith d’aon turas.

I declare that the information I gave here is correct. I understand that I risk having a job offer revoked or my employment terminated if it is later discovered that I deliberately gave false information here with the intention of deceiving you.

Dearbhaím nach bhfuil aon chúis ann nach mbeinn feiliúnach chun obair le daoine óga nó le daoine fásta leochaileacha.

/ I confirm that there is no reason why I would be unsuitable to work with young people or vulnerable adults.

**Síniú Dáta**

**/ Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_