**Foirm iarratais fostaíochta / Employment application form**

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

**Uimhir Thagartha**

**/ Ref: No:** **TPO/SF/03/24/\_\_\_\_**

**Dáta deiridh**

**/ Closing date: 18th March 2024**

**Dáta Faighte**

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

**Teideal poist**

**/ Job Title: Temporary Policy Officer – Sinn Féin**

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**

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

|  |  |
| --- | --- |
| **An bhfuil ceadúnas oibre uait?** **Do you need a permit to work?**  | **TÁ/NÍL** |
| **An bhfuil ceadúnas tiomána bailí agat?** **Do you have a valid driving licence?** | **TÁ/NÍL** |
| **An bhfuil úsáid cairr agat le haghaidh do chuid oibre?** **Do you have use of a car for work?**  | **TÁ/NÍL** |

**OIDEACHAS & OILIÚINT / EDUCATION & TRAINING**

|  |  |  |
| --- | --- | --- |
| **Leibhéal****/ Level** | **Ábhar** **/** **Subject**  | **Grád** **/ Grade**  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**TAITHÍ & SCILEANNA / EXPERIENCE & SKILLS**

|  |
| --- |
| **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.** |
|  |

**DO STAIR FOSTAÍOCHTA / YOUR EMPLOYMENT HISTORY**

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

**/ Employment starting with most recent**

|  |  |  |
| --- | --- | --- |
| **Teideal poist / Fostóir** **Job Title / Employer** | **Dátaí fostaíochta** **/ Dates of employment** | **Achoimre ar dhualgais****/ Summary of duties**  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**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. Más é do thoil é, tabhair samplaí ábhartha a gcreideann tú a léiríonn do oiriúnacht don ról seo, de réir mar atá cuí

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. Please include relevant examples which you believe demonstrate your suitability for the position as appropriate.

|  |  |
| --- | --- |
| **Critéar Riachtanach 1****/ Essential Criteria 1**Relevant 3rd level qualification in a public policy area and at least 1 years relevant experience in the area of research or policy development **or** at least 2 years experience in the area of research or policy development |  |
|  |

|  |  |
| --- | --- |
| **Critéar Riachtanach 2****/ Essential Criteria 2**Strong research skills  |  |
|  |

|  |
| --- |
| **Critéar Riachtanach 3** **/ Essential Criteria 3**Proven organisational skills, attention to detail & demonstrated capacity to deliver high quality information for a range of audiences  |
|  |

|  |
| --- |
| **Critéar Riachtanach 4****/ Essential Criteria 4**A strong commitment to the values of Sinn Féin and strong knowledge of our policy platform and priorities |
|  |

|  |
| --- |
| **Critéar Riachtanach 5****/ Essential Criteria 5**Strong and proven ability to work as part of a team as well as on own initiative |
|  |

|  |
| --- |
| **Critéar Riachtanach 6****/ Essential Criteria 6**Ability to effectively manage time, delivering high quality output in a fast-paced environment |
|  |

|  |
| --- |
| **Critéar Inmhianaithe 1****Desirable Criteria 1**Additional qualifications in the area Public Policy ie social policy, economic policy or public administration. |
|  |

|  |
| --- |
| **Critéar Inmhianaithe 2****Desirable Criteria 2**Experience in developing costed and deliverable policy proposals in/ or relevant to an area covered by ministerial portfolio. |
|  |

|  |
| --- |
| **Critéar Inmhianaithe 3****Desirable Criteria 3**A working knowledge of Gaeilge |
|  |

**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.

|  |  |
| --- | --- |
| **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 as soon as possible.

|  |
| --- |
|  |

**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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_