# A close up of a sign Description automatically generatedEmployment Application Form

# A screenshot of a cell phone Description automatically generatedFáilte Ireland

*As Covid19 continues to have a catastrophic effect on the tourism and hospitality industry, Fáilte Ireland is helping the industry navigate and survive this crisis through targeted business supports, key mentoring and tailored recovery plans. As part of this work, Fáilte Ireland is recruiting the below role.*

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| JOB REFERENCE: | | **FI – 0025SIAE** |
| POSITION APPLIED FOR: | | **Support, Ireland’s Ancient East** |
| LOCATION: | | **Dublin, Waterford, Cork** |
| CLOSING DATE OF APPLICATION: | | **Thursday, 13th August 2020 at 12.00 noon (Ireland Time)** |
| Please email your completed application form (**in word doc only)** to [recruitment@failteireland.ie](mailto:recruitment@failteireland.ie)  **Late applications will NOt be considered i.e received after 12.00 noon (Ireland Time)** | | * *Please answer the questions fully as this will enable us to correctly assess your application.* * ***Only the application form will be used for screening purposes.*** * *Please type your responses – do not handwrite.* |
| **PERSONAL DETAILS** | | |
| **First Name:**  **Surname:**  **Address:**  **Email:**  **Telephone No**:  *We will contact you either by email or by telephone*. | **Please answer all the following questions:**   * Are you currently employed by Fáilte Ireland?   Yes  No   * Are you eligible to work in the Republic of Ireland?   Yes  No  If ‘No’ please state your Visa status:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please indicate your preferred location: | |

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| **EDUCATION & TRAINING COURSES** |
| Please list colleges/universities/professional bodies attended and qualifications obtained, together with any training/development courses attended that are relevant to your application, please use an additional sheet if necessary.   |  |  |  | | --- | --- | --- | | **College/University/**  **Professional Bodies** | **Year Attended:**  *From - To* | **Qualification** | |  |  |  | |  |  |  | |  |  |  | |

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| **Microsoft Office / System Experience** |
| ***Please highlight or mark your answers to the following questions:***   * What is your level of proficiency in MS Word?   *Low / Intermediate / High*   * What is your level of proficiency in MS Excel?   *Low / Intermediate / High*   * What is your level of proficiency in MS PowerPoint?   *Low / Intermediate / High* |

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| **OTHER TRAINING COURSES** |
| Please list any relevant training/development courses attended with dates. |

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| **ADDITIONAL INFORMATION** |
| **CAREER INFORMATION**  Please give your reasons for making this application, relating your experience, achievements and abilities to the post for which you are applying. Make any points of particular interest, such as practical experience in specialised areas and notable achievements. (Max 300 words). |

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| |  |  | | --- | --- | | **EMPLOYMENT HISTORY**  ***(please copy and paste as many times as required)*** | | | **Name of employer:** | **Nature of business:** | | **Job title:** | **Dates from/to:** | | **Roles and Responsibilities:** | | |
| |  |  | | --- | --- | |  |  | | **Name of employer:** | **Nature of business:** | | **Job title:** | **Dates from/to:** | | **Roles and Responsibilities:** | | |  |  | | **Name of employer:** | **Nature of business:** | | **Job title:** | **Dates from/to:** | | **Roles and Responsibilities:** | | |

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| **Key Competencies: - Candidate must provide evidence of the following:** |
| * **Planning and Organising**: Please give one or two specific examples of where you demonstrated strong skills in this area (max 400 words – anything above may disqualify). |
| * **Relationship Management**: Please give one or two specific examples of where you demonstrated strong skills in this area (max 400 words– anything above may disqualify). |
| * **Business Communications Skills (oral and written)**: Please give one or two specific examples of where you demonstrated strong skills in this area (max 400 words– anything above may disqualify). |
| * **Cross Functional Collaboration**: Please give one or two specific examples of where you demonstrated strong skills in this area (max 400 words– anything above may disqualify). |

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| **PROCESSING APPLICATIONS** |
| Please email your completed application form (**in word doc only)** to [recruitment@failteireland.ie](mailto:recruitment@failteireland.ie)   * Once your application has been successfully submitted, you will receive an acknowledging email from us within 2 working days. If you do not receive this acknowledgement, please contact 086-0136266. * *All information contained in this Application Form will be treated as confidential and will only be used to process an application for employment with Fáilte Ireland.* * *Incomplete applications will not be considered.*   **Fáilte Ireland is an Equal Opportunity Employer.** |

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| **DECLARATION** |
| I declare that by submitting this application form, the foregoing particulars are complete and correct to the best of my knowledge and belief, and I consent to my personal details being used to process my employment application.    Date: \_\_\_\_\_\_\_\_\_\_\_\_      *Any candidate found to have knowingly given false information, or to have wilfully suppressed any material fact will be liable to disqualification, or if appointed, to dismissal.* |

**A picture containing ball, game

Description automatically generated**