##### **Application Form for the Post of:**

##### **High Risk Support Project Data and Administration Executive**

##### **(12 month Maternity Cover- Fixed Term Contract- 35 hours per week)**

#####  **Job ref: HRSP D&A Exec.**

**Please note that selection will be based on the information in the application form.**

**CVs will not be considered.**

**PERSONAL DETAILS**

**Name:**

**Address:**

**Telephone**: **Email:**

**RELEVANT EDUCATION AND TRAINING HISTORY**

**PRESENT EMPLOYMENT**

**Name and address of present employer:**

**Post held:**

**Duties of Post:**

**Start Date:**

**Current Salary:**

**PREVIOUS WORK EXPERIENCE**

Please list, starting with the latest, any previous positions you have held which are relevant to the post, with a brief description of duties and dates.

**Employer:**

**Post held:**

**Start Date: End Date:**

**Reason for leaving:**

**\_\_**

**Employer:**

**Post held:**

**Start Date: End Date:**

**Reason for leaving:**

**\_\_**

**Employer:**

**Post held:**

**Start Date: End Date:**

**Reason for leaving:**

**WORKING WITH WOMEN’S AID**

Please state briefly why you are interested in employment with Women's Aid in particular as an organisation.

**RELEVANT EXPERIENCE TO THIS POST**

The **person specification** shows knowledge, skills, experience and attributes required in order to carry out the responsibilities of this post. Please therefore address all these elements as listed with explicit reference to the **Job description/Experience & Competencies sought**, drawing upon all of your experience, whether from paid or unpaid work.

**Knowledge, Skills and Expertise**

### REFEREES

Please give the names, addresses and phone numbers of two referees (one should be a current or most recent employer). We will not be contacting this employer until after short-listing and not without notifying you first:

|  |  |
| --- | --- |
| Name: Position: Organisation: Address: Email: Phone:  | Name: Position: Organisation: Address: Email: Phone:  |

**PLEASE INDICATE WHERE YOU HEARD ABOUT THIS POSITION:**

Activelink □ By email □ Women’s Aid website □ Social Media □

The Wheel □ Other □ *Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

#### **DECLARATION** I declare that the information set forth in this application form is, to the best of my knowledge, true and complete.

**Signature: Date:**

Please e-mail your completed and signed application form **using reference HRSP D&A Exec. in the subject line** to **laurie.dool@womensaid.ie**

Closing date for receipt of applications is **5pm, Tuesday, March 5th 2024.**

*CVs or late applications* ***will not be*** *considered.*

***GDPR:*** *All applications are confidentially processed and retained in accordance with the Women’s Aid GDPR policy. Applications of unsuccessful candidates will be deleted after 15months.*