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UIDELINES FOR CANDIDATES

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| APPLICATION FORM **Position: Manager – SICAP and Related Programmes** |

Please carefully note the following instructions:

* Please ensure you fully read and understand the accompanying ‘**Guidelines for Candidates’**. Please read these Guidelines before completing this application form as they provide instructions for the completion of the form. **It is essential that you complete ALL SECTIONS of the application IN FULL.** Failure to do this may result in you not being brought forward to the interview stage of the selection process.
* Please type your application and follow the format of the questions in each section.
* Candidates should note that there can be a time delay in receiving email applications. We recommend that applicants wishing to return an application by email should allow a minimum of 1 hour for their application to reach **mmurray@ntdc.ie** by the closing time of **12.00pm** **on Thursday 21st December 2023.** Only applications submitted on the official application form by this time and date will be accepted - no exceptions will be made.
* Should you be invited for interview, you may bring a copy of your application form with you.
* North Tipperary Development Company is an Equal Opportunities Employer.

***Please return completed application form by email or by post.***

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| **If returning by email, please send to** [**mmurray@ntdc.ie**](mailto:mmurray@ntdc.ie)**.**  **Please put the word ‘Recruitment’ in the subject line of your email.** | |
| **If returning by post, please send to Michael Murray, NTDC, 2nd Floor, Friars Court, Nenagh, Co. Tipperary. E45KN59.**  **Please put the word ‘Recruitment’ on the envelope followed by the address.** | |
| **Closing date for applications:** | **12.00 Noon on Thursday 21st December 2023** |
| **It is anticipated that interviews will be held: January 2024** | |

1. **PERSONAL DETAILS**

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| --- |
| **Name:** |
| **Mobile/Daytime Phone No:** |
| **Postal Address:** |
| **Email address:** |
| **Are you an EEA (European Economic Area) National?** Yes ( ) / No ( )  *Please see Guidelines for definition of an EEA National.*  **If No, do you have relevant documents to allow you to work in this State?** Yes ( ) No ( )  *Please see Guidelines for further information on documents required.* |
| **Drivers Licence:**  **Do you hold a Full Clean Driver’s License?** YES\_\_\_\_ NO\_\_\_\_  Please state type and category: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Is this license accepted in Ireland?** YES\_\_\_\_ NO \_\_\_\_  **Have you access to a car for work purposes?** YES\_\_\_\_ NO \_\_\_\_ |

1. **EDUCATIONAL ACHIEVEMENTS**
   1. **Professional and Other Relevant Qualifications:** *Please list all relevant third level and other professional qualifications. The successful candidate will be asked to supply verification of qualifications.*

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| --- | --- | --- | --- | --- |
| **Dates**  **From / To** | **Educational Institution** | **Accrediting**  **Body** | **Subjects** | **Qualification, Grade and Year Obtained** |
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* 1. **Computer Competence**

*Please indicate your level of competence in relation to the following IT programmes (or their equivalent) by ticking the relevant box. Add any other programmes that you may consider relevant.*

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| **Programme** | **Basic knowledge** | **Competent** | **Highly Proficient** |
| Word |  |  |  |
| Excel |  |  |  |
| Access |  |  |  |
| PowerPoint |  |  |  |
| Other software (please specify): |  |  |  |

1. **CAREER HISTORY**
   1. **Career Overview**

**NB: Please ensure that ALL your career history is clearly outlined below** *(e.g. if you took a career break, returned to education, spent time out of paid employment, please include this information so that there are* **NO GAPS** *in your career history from the time you left full-time education to the present date).*

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| --- | --- | --- | --- |
| **From** | **To** | **Job Title** | **Name of Employer** |
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* 1. **Detailed Employment Career History** *– Start with current or most recent post. Please specify if experience is part of an education course [i.e. placement/work experience]. Please do* ***not*** *include unpaid or voluntary work experience here. (See Guidelines for more information):*

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| --- | --- | --- | --- | --- | --- |
| **Dates**  **DD/MM/YY** | | **Employer**  **(Name & Address)** | **Job Title and Main Responsibilities** | **Hours per week** | 1. **Final Salary** 2. **Reason for leaving** |
| **From** | **To** |
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**3.3 Details of Relevant Non-Paid Career History** *– If you wish to include additional non-paid work experience relevant to the position advertised, please list below. Start with current or most recent experience. Please specify if experience is part of an education course [i.e. placement/work experience].*

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| --- | --- | --- | --- | --- |
| **Dates**  **DD/MM/YY** | | **Organisation**  **(Name & Address)** | **Job Role and Main Responsibilities** | **Hours per week** |
| **From** | **To** |
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1. **ELIGIBILITY CRITERIA**

*Please indicate below how your professional experience meets core essential criteria for the post – as outlined in the person specification. There will be a particular focus on this section when assessing the relevance of your experience to the post requirements. There are 6 parts to complete and in each part you may include any specific and relevant achievements you want to highlight.* ***PLEASE COMPLETE EACH QUESTION IN FULL.***

*(See Guidelines for Candidates for further information on this section)*

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| **4.1 Please outline your experience of COMMUNITY DEVELOPMENT, INCLUDING WORKING WITH DISADVANTAGED COMMUNITIES TO ASSESS NEEDS AND DEVELOP COMMUNITY RESPONSES TO THOSE NEEDS, as relevant to this post.** | |
| **Date(s) from – Date(s) to** | **Employer(s)** |
|  |  |
| *Details (See Guidelines):* | |

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| **4.2 Please outline your experience of ADVOCACY AND INTERAGENCY WORK, as relevant to this post. Please include details as to your experience of advocating with statutory bodies and any responsibilities you have had in relation to influencing policy development in the statutory sector and addressing barriers for vulnerable groups in accessing services.** | |
| **Date(s) from – Date(s) to** | **Employer(s)** |
|  |  |
| *Details (See Guidelines):* | |

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| **4.3 Please outline your experience in PROJECT MANAGEMENT, as relevant to this post. Please include details as to the type of Projects you have managed and the levels and type of management responsibilities you held in each position.** | |
| **Date(s) from – Date(s) to** | **Employer(s)** |
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| *Details (See Guidelines):* | |

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| **4.4 Please outline your experience in PEOPLE/STAFF MANAGEMENT, as relevant to this post. Please include details as to the number of staff reporting directly to you in each position and the levels and type of staff management responsibilities you held in each position.** | |
| **Date(s) from – Date(s) to** | **Employer(s)** |
|  |  |
| *Details (See Guidelines):* | |

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| **4.5 Please outline your experience in BUDGET MANAGEMENT, as relevant to this post. Please include details of you level and type of financial responsibility in each relevant post and your role in relation to sourcing funding, managing budgets and reporting to funders.** | |
| **Date(s) from – Date(s) to** | **Employer(s)** |
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| *Details (See Guidelines):* | |

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| **4.6 Please outline your experience in STRATEGIC PLANNING, as relevant to this post. Please include details of your level and type of involvement in strategic planning in each relevant post and your specific responsibilities in this regard.** | |
| **Date(s) from – Date(s) to** | **Employer(s)** |
|  |  |
| *Details (See Guidelines):* | |

1. **SPECIFIC EXAMPLES OF YOUR PRACTICE**

*In the spaces below, briefly describe* ***SPECIFIC*** *examples that are relevant and strong and that demonstrate your ability in each of the skill areas identified. The example must relate to the last 5 years. A summary definition of what we mean by each of the skills areas is provided for your information.* **Remember anything you reference may be used as part of a shortlisting/ranking exercise and may be discussed in more depth at interview, should you be called to one.** *Please provide the information in the format requested using* ***NO MORE THAN 300 WORDS*.** *(See Guidelines for Candidates for further information on the format and how to complete the questions in this session).*

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| 5.1 Leadership & Motivational Skills  The effective Manager provides clear direction on a regular basis and adopts an approachable management style. S/he demonstrates a capacity for sound practical judgement and attention to detail. S/he demonstrates commitment and passion and the ability to motivate others to be committed to delivering quality services. S/he instils flexibility, adaptability, openness and purpose in the team and ensures that people combine effectively to achieve objectives. S/he has a strong focus on developing the contribution of staff at all levels and is committed to and promotes team and personal development. S/he demonstrates diplomacy, discretion and an ability to negotiate.  *In the space below, please give* ***ONE SPECIFIC EXAMPLE*** *of a situation where you demonstrated your ability in this area.* ***The example must relate to THE LAST 5 YEARS.*** |
| *Details – No more than 300 words (See Guidelines for more information):* |

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| 5,2 Planning & Organisational Skills  The effective Manager demonstrates the ability to plan and prioritise his / her workload effectively to ensure optimum service delivery. S/he sets realistic timeframes for the completion of tasks and monitors progress to ensure that deadlines are met efficiently. S/he can pre-empt potential problems or competing priorities and take appropriate action to ensure that service standards do not suffer. S/he demonstrates flexibility and adaptability in response to demands and a commitment to providing effective services. S/he is innovative and open to change in striving to ensure high standards in service delivery. S/he monitors and reviews his/ her own work, and that of the wider team to ensure its quality and accuracy.  *In the space below, please give* ***ONE SPECIFIC EXAMPLE*** *of a situation where you best demonstrated your ability in this area.* ***The example must relate to THE LAST 5 YEARS.*** |
| *Details – No more than 300 words (See Guidelines for more information):* |

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| **5.3 Problem Solving & Decision-Making Skills**  The effective Manager demonstrates the ability to appropriately analyse and interpret information and to evaluate complex information quickly and accurately. S/he demonstrates the ability to develop solutions and make effective timely decisions in crisis situations and in a complex environment. S/he ensures that decisions are in line with policy and practice and recognises when it is appropriate to refer a decision to a higher level. S/he demonstrates the ability to confidently explain the rationale behind decisions when faced with opposition. S/he demonstrates flexibility, problem solving skills, initiative and the ability to implement change.  *In the space below, please give* ***ONE SPECIFIC EXAMPLE*** *of a situation where you best demonstrated your ability in this area.* ***The example must relate to THE LAST 5 YEARS.*** |
| *Details – No more than 300 words (See Guidelines for more information):* |

1. **ADDITIONAL INFORMATION**

6.1 Why are you applying for this position?

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| *Please state why you are applying for this position and why you think you are suitable for the post: (No more than 150 words):* |

6.2 Referees: *Please name three referees (including your current or most recent employer). We retain the right to contact any of your previous employers. Note that your current employer will not be contacted without your prior consent.*

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| --- | --- | --- | --- |
|  | Details of Referee 1 | **Details of Referee** 2 | Details of Referee 3 |
| **Name:** |  |  |  |
| **Address:** |  |  |  |
| **Position held:** |  |  |  |
| **Tel. No.** |  |  |  |
| **Email address:** |  |  |  |
| **Professional relationship: e.g. Line Manager** |  |  |  |

1. **SIGNED DECLARATION** 
   1. **Disclosure of Convictions:**

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| 1. Has any action been taken against you or have you been subject of an investigation in regard to a child/children under the age of 18 years? Yes ( ) No ( ) 2. Are you at present the subject of criminal charges or investigation? Yes ( ) No ( ) 3. Is there anything in your background that would render you unsuitable to work with vulnerable adults. Yes ( ) No ( ) |
| ***If the answer is ‘YES’ to any of the above questions, please give details:*** |

* 1. **General Declaration:** It is important that you read this Declaration carefully and then sign it in the space below.

**Part 1:** Obligations placed on Candidates who participate in the recruitment process.

North Tipperary Development Company is committed to the highest standards in recruitment. In this regard all candidates must comply with best practice standards and obligations. These obligations are as follows:

* Candidates shall not:
  + knowingly or recklessly make a false or a misleading application.
  + knowingly or recklessly provide false information or documentation.
  + canvass any person with or without inducements.
  + impersonate a candidate at any stage of the process.
  + knowingly or maliciously obstruct or interfere with the recruitment process.
  + interfere with or compromise the process in any way.
* Any canvassing by or on behalf of candidates shall result in disqualification and exclusion from the recruitment process.

Where an individual is found to have breached any of the above provisions, or to have assisted another individual to breach the provisions, s/he shall be guilty of an offence and will automatically be disqualified. This means that:

* If s/he has not been appointed to a position, s/he shall be disqualified as a candidate for this post; and
* If s/he has been appointed to a position as a result of that process, s/he shall forfeit that appointment.

**Part 2 - Declaration:** “*I declare that to the best of my knowledge and belief there is nothing in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed by virtue of my appointment to this position. I hereby confirm my consent to NTDC to make such enquiries, as deems necessary in respect of my suitability for the post for which I am applying. This includes reference checks and garda/police clearance.*

*I hereby accept and confirm the entitlement of NTDC to reject my application or terminate my employment (in the event of a contract of employment having been entered into: (a) if I have omitted to furnish NTDC with any information relevant to my application or to my continued employment with NTDC or (b) where I have made any false statement or misrepresentation relevant to this application or my continuing employment with NTDC.*

*Furthermore, I hereby declare that all the particulars furnished in connection with this application are true, and that I am aware of the qualifications and particulars for this position. I understand that I may be required to submit documentary evidence in support of any particulars given by me on this Application Form. I understand that any false or misleading information submitted by me will render me liable to automatic disqualification or render me liable to dismissal, if employed.”*

Failure to sign this application will render it invalid[[1]](#footnote-1).

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Name of Applicant)* **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applicant Checklist – Important**

*We recommend that you check your application form carefully before submitting it to ensure that you have answered all the questions fully and included all the required information. Unless all questions are fully answered and all the information required is provided, it may not be possible to progress your application.*

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| --- | --- | --- | --- |
| Section 1 | Daytime Telephone Number  Email Address  Postal Address |  | **Mandatory** |
| Section 2 | That the information you have provided with regard to your qualifications shows clearly the dates (DD/MM/YY), courses undertaken, college names, qualification granted. |  |
| Section 3 | That the information you have provided with regard to your employment shows clearly the dates (DD/MM/YY), job titles, salary, core responsibilities and reasons for leaving |  |
| Sections 4 & 5 | That each element of Section 4 (Eligibility Criteria) and Section 5 (Specific Examples of Your Practice) has been completed in full. |  |
| Section 6 | That you have provided the names and contact details for the three individuals you are nominating as referees. |  |
| Section 7 | That you have read the Declaration section in detail and have signed and dated it in the designated space. |  |

**NB: If all required details / documents (as above) are not submitted with your application we will be unable to process your application to the next stage i.e. short listing / interview.**

**It is important that you retain a copy of your application, the job description and the Guidelines for Candidates for future reference.**

**All applications must be submitted on the designated application form by the closing date and time of Thursday December 21st @ 12.00 noon. Applications received after the closing time will not be processed.**

1. If you are submitting your application form via email, we will accept the application form unsigned but if you are invited for interview, you will be required to sign the Declaration at the interview stage. [↑](#footnote-ref-1)