



**CONFIDENTIAL APPLICATION FOR EMPLOYMENT**

<b>POSITION DETAILS</b>		National Community Education Worker National Traveller MABS	
<b>PERSONAL DETAILS (use BLOCK LETTERS)</b>			
Surname	Given Names		
Address for correspondence			
Contact details:	Home (                    )	Business (                    )	
	Mobile (                    )	Email :	
Do you have the access to or use of a car?    Yes ___    No ___			

<b>EDUCATIONAL QUALIFICATIONS</b>				
Title of Award / Awarding Body	University / College / School	Dates of study	Year Awarded	Final Examination Subjects & Results

<b>Please provide details of additional training/study undertaken to expand your knowledge and skills:</b>

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<b>PROFESSIONAL MEMBERSHIPS / ASSOCIATIONS (if any)</b>
<b>PUBLICATIONS / REPORTS /ARTICLES (if any)</b>
<b>COMMUNITY/VOLUNTARY EXPERIENCE (if any)</b>

PREVIOUS EMPLOYMENT (please list last three positions held, most recent first)				
Employer	Date from	Date to	Position Held / Main Duties and Responsibilities	Key Achievements

INFORMATION TECHNOLOGY – Please tick ✓ as appropriate				
Software Package	No Knowledge	Limited Familiarity	Extensive use in Work	Qualification / Award
Microsoft Word				
Microsoft Excel				
Microsoft Access				

Microsoft Powerpoint				
Outlook				
Other including (specify)				

**Please answer each of the following questions with reference to your previous experience.**

<p>1. Please give a brief description <b>including dates</b> of your relevant experience in facilitation and in particular in a community education/learning environment/training, with learning development aims.</p>	
<p>2. Please describe your understanding of the term financial exclusion and how it can apply to marginalised communities</p>	
<p>3. List the (3) main projects where you have either project managed or played a significant role and describe your role and the skills you brought to the process</p>	

<p>4. Please give a brief description including dates of your relevant experience in relation to money management education or any other targeted educational interventions, and how you evaluated those.</p>	
<p>5. Provide details of your experience in producing written material / reports / learning tools / lesson plans / training materials.</p>	
<p>6. Please give a brief description <b>including dates</b> of your relevant work experience working with the Traveller Community and / or other marginalised communities.</p>	
<p>7. Describe what you perceive to be the main financial issues affecting Travellers and other marginalised communities in Ireland.</p> <p>Please outline your understanding of the cause of these issues and community educational steps that can be taken to address such issues.</p>	

<p>8. Describe how through your work experience and/or education you have developed an understanding of the principles and practices of community development.</p>	
<p>9. Provide relevant examples of your achievements as a communicator in <b>achieving change</b> through :</p> <ul style="list-style-type: none"><li>1) one-to-one communication,</li><li>2) communication with groups,</li><li>3) negotiation,</li><li>4) facilitating groups</li></ul>	
<p>10. Outline a presentation to a local Traveller group, displaying how in the context of Community Education you would propose to address an issue of financial exclusion faced by Travellers.</p> <p>(It should take no more than 10 minutes to present this plan &amp; you may be asked to do it at the interview stage)</p>	

REFEREE INFORMATION (please list three persons, including current employer)			
Name	Full Postal Address	Professional Relationship to you	Contact details

Do you require notification before your referees are contacted?

**APPLICANT DECLARATION**

*I declare to the best of my knowledge and belief, all particulars I have given are complete and true. I understand that any false declaration, misleading statement or significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, a probationary period and a medical examination all of which must be deemed satisfactory by the organisation.*

**NAME :** \_\_\_\_\_ **DATE :** \_\_\_\_\_

**Completed application must be submitted by 5pm on 1<sup>st</sup> March 2024**

**Reference: NEW**  
to  
Co-ordinator  
National Traveller MABS  
Unit 2  
North Park  
North Road  
Finglas  
Dublin 11

Your application **must include :**

One completed copy of this Confidential Application Form and a covering letter. Late or incomplete applications will not be accepted

**NATIONAL TRAVELLER MABS IS FUNDED AND SUPPORTED BY THE CITIZENS INFORMATION BOARD**

**Data Protection: All personal information provided on this application form will be stored securely by the MABS Company to which you are applying and will be used for the purposes of the recruitment process. Application forms will be retained for a period of one year, and in the case of a successful candidate, for the duration of employment and a minimum of one year thereafter. This information will not be disclosed to any external third party without your consent, except where necessary to comply with statutory requirements. Internally, the information may be made available to the relevant Line Manager, members of the Board of the employing MABS Company and to the Shortlisting/Interviewing Panel. You may, at any time, make a request for access to the information held about you as outlined. Should you wish to make any changes, or erasures to any of the information stored about you, please contact the Chairperson of the company to which you are applying.**