



CONFIDENTIAL APPLICATION FOR EMPLOYMENT

POSITION DETAILS		Financial Inclusion and Social Policy Worker National Traveller MABS	
PERSONAL DETAILS (use BLOCK LETTERS)			
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 ___			

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

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

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PROFESSIONAL MEMBERSHIPS / ASSOCIATIONS (if any)

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PUBLICATIONS / REPORTS /ARTICLES (if any)

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COMMUNITY/VOLUNTARY EXPERIENCE (if any)

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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 including dates of your relevant experience in policy development, design and implementation.</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 working in the area of policy development.</p>	
<p>5. Provide details of your experience in producing written material / reports / articles</p>	
<p>6. Please give a brief description including dates 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 relation to accommodation in Ireland.</p> <p>Please outline your understanding of the cause of accommodation issues and what policy initiatives 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 <i>achieving change</i> through :</p> <ul style="list-style-type: none"> 1) one-to-one communication, 2) communication with groups, 3) negotiation, 4) facilitating groups 5) Policy 	

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 applications must be submitted by email by 5p.m on 17th March 2023

Reference: FIPW 2023

To

Nancy Power

Coordinator

National Traveller MABS

Unit 2

North Park

North Road

Finglas

Dublin 11

Your application **must include :**

Email completed copy of this confidential Application Form and covering letter and email it to the Coordinator of National Traveller MABS. Email Address Nancy_Power@mabs.ie. 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.