##### **Application Form**

##### **Community Employment Programme with Women’s Aid**

**Administrative Assistant (Receptionist)**

##### **(19.5 hours per week)**

##### **Job ref: CE2024**

Please note that selection will be based on the information in the application form, and subject to verification of eligibility for the Community Employment (C.E.) Scheme. Please see more information below.

<https://www.citizensinformation.ie/en/employment/unemployment-and-redundancy/employment-support-schemes/community-employment-scheme/#:~:text=You%20must%20be%20getting%20a,maximum%20of%203%20consecutive%20years>.

**PERSONAL DETAILS**

**Name:**

**Address:**

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

**RELEVANT EDUCATION AND TRAINING HISTORY**

**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:**

**Period of Employment:**

**Reason for leaving:**

**Employer:**

**Post held:**

**Period of Employment:**

**Reason for leaving:**

**Employer:**

**Post held:**

**Period of Employment:**

**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 knowledge and skills attributes required to carry out the responsibilities of this post are outlined in the Community Employment job advert. Please therefore address all these elements as listed drawing upon all your experience, whether from paid or unpaid work.

### REFEREES

Please give the names, addresses and phone numbers of two referees (your most recent employers). We will not be contacting this referee until after short-listing and not without notifying you first:

|  |  |
| --- | --- |
|  |  |

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

Charity Careers □ Activelink □ By email □ Women’s Aid website □

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 CE2024 in the subject line** to [**Isabelle.griffin@Womensaid.Ie**](mailto:Isabelle.griffin@Womensaid.Ie)

Closing date for receipt of applications is **5pm, Tuesday April 16th, 2024.**

***CVs 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.*