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**National Programme Co-Ordinator**

**APPLICATION FORM**

PLEASE TYPE

**SECTION 1: YOUR DETAILS**

|  |  |
| --- | --- |
| **Position Applied for** | National Programme Co-Ordinator |
| **Your Name** |  |
| **Contact Tel No** |  |
| **Address** |  |
| **Email** |  |

**If successful, can you take up the position in April 2022? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SECTION 2: EDUCATION**

|  |  |  |
| --- | --- | --- |
| Name of Educational Establishment | Dates attended –  From/To | Qualifications/Accreditation etc. |
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**SECTION 3: TRAINING**

Please give details of any courses or training you have undertaken relevant to this role (including dates and length of course, etc.)

SECTION 4: EMPLOYMENT/PROFESSIONAL EXPERIENCE

Please start with your present/last employer and work backwards. Please use a separate table below for each employment. Please add or delete tables as required.

Employment 1

|  |  |
| --- | --- |
| Dates From / To |  |
| Employer (Name and Address) |  |
| Job Title and Duties: (Please list in the section below) | |
|  | |

Employment 2

|  |  |
| --- | --- |
| Dates From / To |  |
| Employer (Name and Address) |  |
| Job Title and Duties: (Please list in the section below) | |
|  | |

Employment 3

|  |  |
| --- | --- |
| Dates From / To |  |
| Employer (Name and Address) |  |
| Job Title and Duties: (Please list in the section below) | |
|  | |

Employment 4

|  |  |
| --- | --- |
| Dates From / To |  |
| Employer (Name and Address) |  |
| Job Title and Duties: (Please list in the section below) | |
|  | |

Please give details of any unpaid/voluntary work

SECTION 5: PLEASE PROVIDE ANY OTHER INFORMATION YOU FEEL SUPPORTS YOUR APPLICATION

DRIVING ABILITY

Do you hold a full current Driving Licence? Yes No

SECTION 6: REFERENCES

Please provide below details of two people we may contact for references. At least one of the referees should have knowledge of you in a working environment, either paid or unpaid and one should be your current/last employer.

No approach will be made to present employers without your prior permission

Previous surname (if necessary) for reference purposes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Referees Name: | Referees Name: |
| Position:  Organisation: | Position:  Organisation: |
| Address: | Address: |
|  |  |
|  |  |
|  |  |
| Tel No: | Tel No: |

SECTION 6: PRIVACY STATEMENT

Youth Theatre Irelandwill use personal data only where consent to do so is affirmative, freely given, specific, informed and unambiguous. The below privacy statement provides information on why we gather and how we will use your personal data.

The Data Protection Contact Person at Youth Theatre Ireland is the Director who can be contacted at 01 878 1301**.**You can contact this person if you have a question regarding how your personal data will be processed.

Any personal data requested is collected solely for the purpose of processing your application for consideration for the role of Deputy Director.

Data such as your name, contact details and education and employment history will be used to contact you in relation to the recruitment process and to assess your suitability for the role against the criteria provided.

Your personal data will only be shared with those who need to know it, including the assessment and interview panel members.

Youth Theatre Irelandwill retain personal data on file for a period of 1 year if you are unsuccessful in your application, and throughout your employment and for seven years after your employment ceases, where you are offered and accept the role. By signing the declaration in Section 7 you consent to the use of your personal data as outlined.

SECTION 7: DECLARATION

I certify that all the information I have provided is correct and understand that any false information may result in any job offer being withdrawn. I consent to the use of my data in the manner outlined in the Privacy Statement.

I also declare that there is no reason known to me that would preclude me from working with children or young people. I am aware that this role is subject to garda vetting.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant Date

Please return the completed application form, plus a letter of application detailing your suitability for the role by 5pm on Monday March 7th 2022. Email to [recruitment@youththeatre.ie](mailto:recruitment@youththeatre.ie) marked for the attention of the Director / CEO.

Youth Theatre Ireland is an Equal Opportunities employer.