Logo, company name

Description automatically generated with medium confidence

Administrator

Application Form

***PLEASE READ THESE NOTES BEFORE COMPLETING THE APPLICATION FORM***

* We will select candidates for interview on the basis of information provided in application forms. The criteria marked by an asterisk (\*) will be taken into account when we shortlist candidates for interview. The other essential and desirable criteria will be assessed during the later stages of the selection process.
* Only information submitted on the application form will be considered, CVs will not be accepted.
* Tell us everything that you think is relevant to your application; we will not make assumptions.

## Make sure your application form is well presented; illegible or incomplete forms will be disregarded.

## Information given will be used only for the purpose of this application and will be treated in a confidential manner.

## Closing date for applications is 5pm on Monday 25th September 2023; applications should be sent by email to: jobs@mountaineering.ie

## Interviews will be held in-person on Monday 2nd October 2023.

**SECTION 1 - PERSONAL DETAILS**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Telephone nos. (including area code):**

Home:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-mail address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What is the best way for us to contact you should be shortlisted for interview? \_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How did you learn about this post? \_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 2 – EDUCATION & QUALIFICATIONS**

###### 

**Second Level Education:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **School / College** | **Subject taken** | **Grade** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Third Level Education:**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Educational establishment** | **Qualifications obtained** |
|  |  |  |
|  |  |  |

**Other qualifications, including any that may be relevant to this post:**

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Name of Examining / Awarding Body** | **Date** |
|  |  |  |
|  |  |  |
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**SECTION 3 - EMPLOYMENT HISTORY**

**Please give details of your full-time and part-time employment during the last 10 years.** You should start with the most recent and work back (add additional rows if required).

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of employment** | | **Name and address of employer** | **Position held,**  **main duties & areas of responsibility** |
| **From** | **To** |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**SECTION 4 - ESSENTIAL & DESIRABLE CRITERIA**

**(4.1)** **Qualifications and attainments**

**Essential Criteria:**

* Education to Leaving Certificate standard\*

**Desirable Criteria:**

* Qualifications in the use of computer applications and or databases.
* Administration or Secretarial qualification.

|  |
| --- |
| Please briefly outline how your qualifications meet the above criteria: |

**(4.2)** **Work and other experience**

**Essential Criteria:**

* Minimum of two years’ administration experience within an office environment\*
* Experience of working in a similar role

**Desirable Criteria:**

* Experience of working for a sporting or voluntary body.
* Experience of organising events, including the use of online booking systems.
* Experience of liaising with and supporting third parties.

|  |
| --- |
| Please briefly outline how your experience meets the above criteria: |

(4.3) Skills / specialist knowledge

**Essential Criteria:**

* Excellent IT skills and a good working knowledge of MS Office Suite\*
* Reporting skills and strong attention to detail.
* Fluency in English.
* Excellent interpersonal and communication skills, both written and verbal.

Desirable Criteria:

* An understanding of the role of Mountaineering Ireland.
* Personal experience of a committee role within a club or voluntary group.

|  |
| --- |
| **Please provide information demonstrating how your skills and knowledge meet the above criteria. Where possible please use examples:** |

(4.4) Disposition and Personal Qualities

**Essential Criteria:**

* Ability to work on own initiative and as part of a team\*
* Self-motivated with good organisational capabilities and the ability to manage multiple concurrent tasks.
* Problem-solving ability, flexibility and positive attitude.

**Desirable Criteria:**

* Loyalty and commitment.

|  |
| --- |
| **Please provide information showing how you meet the above criteria, using examples where possible:** |

(4.5) Special Aptitudes

**Essential Criteria:**

* Ability to learn quickly.

**Desirable Criteria:**

* Active participation in any aspect of mountaineering.
* Interest in the natural environment and outdoor sport / recreation.

|  |
| --- |
| **Please provide information showing how you meet the above criteria, using examples where possible:** |

**SECTION 5 – OTHER RELEVANT INFORMATION**

|  |
| --- |
| Please use this space to put forward any other relevant information in support of your application for this post: |

**SECTION 6 – INTERESTS & HOBBIES**

### 

|  |
| --- |
| Please use this space to note your other interests and hobbies: |

**SECTION 7 - REFEREES**

**Please supply details of two people (non-relative), who know you well and can provide us with a reference. One of these should be your present or most recent employer:**

**1.** Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Occupation / Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone (day): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone (evening): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

May this person be contacted prior to interview? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2.** Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Occupation / Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone (day): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone (evening): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

May this person be contacted prior to interview? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 8 - DECLARATION**

Before signing, please ensure that you have fully completed the form. A candidate found to have given false information will be liable to disqualification or, if appointed, to dismissal.

I declare that all the questions on this form have been accurately and honestly answered to the best of my knowledge and belief.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_