

Irish Congress of Trade Unions

31/32 Parnell Square, Dublin 1

REGIONAL TRAINING AND DEVELOPMENT COORDINATOR Union Learning Initiative

Closing Date: Friday 18th July 2008

Section A – Personal Details

When completing this application form please use **BLOCK CAPITALS**

TITLE:

FIRST NAME:

SURNAME

ADDRESS – For Correspondence Purposes

CONTACT DETAILS:

Work Phone

Extn Number

Home Phone

Mobile Number

Email Address

Section B

You must ensure that all sections of this application form are completed in full. This section of the form will be photocopied for the use of the Interview Board.

1. EDUCATIONAL AND LEARNING BACKGROUND:

Please give details of formal and informal study or training undertaken.

DATE	Course details, subjects and qualifications	School, college, or Examining Authority (if appropriate)
Date:		
Date:		
Date:		
Date:		

2. Employment Record:

Give below, in date order (starting with your current employer), full particulars of all employment (including any periods of unemployment) between the date of leaving school or college and the present date. No period between these dates should be unaccounted for. If it is necessary to continue on a separate sheet, please set the information out in the same manner as below.

Dates			Title of Post Held Summary of Duties and Key Achievements	Name and Address of Employer	Salary Level
Period in months	From	To			
Reason for leaving:					
Reason for leaving:					
Reason for leaving:					

3. Please use this section to summarise how you meet the key requirements for the position of Regional Training and Development Coordinator, Union Learning Initiative.

List your experience, achievements, knowledge and skills along with your personal qualities which you feel demonstrate your suitability.

(i) (i) Training experience and skills – development, implementation, and delivery of training to high standards:

(ii) Communications skills (Verbal and written), media/campaigning skills and creative ability:

(iii) Knowledge and awareness of the trade union movement

(iv) Interpersonal skills and the ability to lead, manage and work within a team and with an extended group of people:

(v) Planning, organisational and evaluation skills, including time management and the ability to define and implement standards:

(vi) Computer Skills:

(vii) Project Management (including participation in state/EU funded projects):

Remember you may be shortlisted based on the information you supply in the application form. **Candidates are advised not to submit a Curriculum Vitae.** Anything you write may be discussed in more depth, should you be called to interview.

All applications will be reviewed and a number of applicants will be called for interview. Interviews will be conducted during the period from 23 July to 6 August 2008. When sending in your completed application form please indicate the dates on which you are available for interview or contact the Director of Union Learning at 01-8897777 for further information.

4. Please detail your reasons for applying for this post and give below any other relevant information in support of your application.

5. Referees

Please give the name, address and telephone number of two people who have knowledge of you in a work context. One of your referees **must** be a current/or your most recent employer. *Your current employer will only be contacted with your consent.*

Referee One

Name:

Address:

Contact Phone Number:

Referee Two

Name:

Address:

Contact Phone Number:

I hereby declare that the information given in this form is correct.

Signed: _____

Date: _____

