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| **Leitrim Public Participation Network (PPN):** **Full Time Resource Worker** |
| Application Form |
| **Candidate Surname** |  |
| **Candidate First name** |  |
| **NOTES**1. Application is by email only to admin@ldco.ie with “Leitrim PPN Resource Worker” in the subject line. Please complete section 1 to 9 in full. Failure to do so will render the application invalid.
2. Applications must be submitted as Microsoft Word or PDF document format only.
3. The latest date for receipt of completed application forms is Friday 3rd December 2021 at 12.00pm (noon). All applications will be acknowledged.
4. CV’s and Cover Letters (other than the space provided for such in the application form) will not be accepted.
5. Candidates will be short-listed on the basis of the information supplied on their application form.
6. Leitrim Integrated Development Company CLG(Trading as Leitrim Development Company) is committed to a policy of Equality of Opportunity in its employment practices
7. For more information on this role, contact admin@ldco.ie or info@leitrimppn.ie
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| **1. Personal Details** |
| **Full name** |  |
| **Address** |  |
| **Mobile Number** |  |
| **Telephone Number** |  |
| **Email Address** |  |
| **Do you have a driving licence?** | *(If yes, state if full or provisional)* |
| **How did you hear about this role?** |  |

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| **2. Cover Letter** |
| **Please use the space provided below to introduce yourself, why you are applying for this position, and how you feel you are suitable for this role.** |
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| **3. Education** |
| Starting with your most recent / highest level and working backwords, please state your education / qualification attainment. Add additional rows as necessary. |
| **Date** (*From – To)* | **Name of School / College / University** | **Examinations / Course Passed / Qualification attained / Results** |
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| **Date** | **Any other formal or informal training / education / qualifications** |
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| **4. Current or Last Employment** |
| **Company** |  |
| **Job Title** |  |
| **Address** |  |
| **Website** |  |
| **Nature of Business** |  |
| **Period of notice required by employer** |  |
| **Date Joined** |  |
| **Date Finished (If applicable)** |  |
| **Reason for considering changing job?** |  |
| **Describe briefly below, your present or last position, outlining your main responsibilities and activities to whom you are responsible and who is responsible to you.**  |
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| **5. Career History** |
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| Please list positions held in chronological order, excluding present employment. Add / remove additional rows as required. |
| **Date** (*From – To)* | **Company, Location and Nature of Business**  | **Positions Held and Main Responsibilities** |
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| **6. Work Based Examples** |
| To assist with the shortlisting process, we are asking candidates to demonstrate their experience and ability in competency areas relevant to the role of PPN Resource Worker. Please use the space provided under each competency to give a relevant example of your work.Please limit your answers to a maximum of 250 words.  |
| **Delivering Results***The PPN Resource Worker leads by example and can demonstrate a track record of achieving results. He/she must engage in operational planning, managing resources and delivering quality outcomes on behalf of the PPN.*Describe a time when you developed, implemented and monitored a piece of work or plan and secured the required resources to do so. |
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| **Personal Effectiveness***The PPN Resource Worker has strong communication and interpersonal skills. He/she is enthusiastic about the role, adopts a positive attitude to work and is proactive in addressing work issues. He/she can communicate in a range of formats and inspires others to work towards a shared goal.*Describe a time when you used your communication and interpersonal skills to deal with a misunderstanding or conflict that resulted in a positive or constructive outcome for all involved. |
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| **Managing Change***The PPN Resource Worker presents compelling arguments by understanding and anticipating the agendas of others. He/she involves and consults with key stakeholders and listens to their views. He/she balances diplomacy and tact with an assertive approach. He/she Instils pride and a common sense of purpose among members / colleagues.* Describe a time when you had to use your leadership and negotiation skills to implement a new programme / initiative whilst maintaining positive working relationships with stakeholders. |
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| **7. Referees** |
| Please supply the details of three independent referees. We will not contact these without prior consent. |
| **#** | **Name** | **Position** | **Company** | **Telephone** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |

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| **8. Additional Information** |
| Please use this space to add any further information in support of your application, including hobbies, awards, special interests, etc.  |
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| **9. Declaration** |
| I declare that the information given on this application form is true and complete to the best of my knowledge. I understand that my application can be rejected or any offer of employment made subsequently can be withdrawn or terminated in the event that I have made any false statement or misrepresentation in this application.  |
| **Signed** *(Digital signature accepted)* |  |
| **Date** |  |

**Please ensure you complete all sections (1 to 9) of this application form as failure to do so will render your application invalid.**