EMPLOYMENT

APPLICATION FORM

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant Name |  | Post Reference No |  |
| Post Title |  | Post Location |  |
| Applicant Address |  | Applicant Email |  |
| Applicant Mobile |  |
| Where did you see the advert?   NOVAS Website  Activelink  Newspaper (name)  Other (specify) | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Are you legally permitted to work in Ireland without restriction? During the recruitment process evidence of entitlement to work in Ireland will be sought. Please indicate which of the following you have | | | |
| Irish Passport or full Irish Birth Certificate and PPS Number |  | EEC Passport or Identity Card plus the required work registration letter |  |
| Non-European Passport with relevant Work Visa |  | Certification of Registration or Naturalisation as an Irish Citizen |  |

|  |  |
| --- | --- |
| Do you have any relationship to, or association with, any current or former NOVAS employee? | |
| Name of Person |  |
| Relationship to you |  |

|  |  |
| --- | --- |
| Do you hold a valid driving licence? Full Provisional or Other? |  |
| Do you have regular access to a car? |  |

|  |  |
| --- | --- |
| NOVAS is an equal opportunities employer. | |
| Do you consider yourself to have a disability or any medical condition that would affect your ability to carry out the work of this role as described in the Job Description on a continuous basis? |  |
| If yes, what supports, modifications or accommodations could we make to facilitate you to be successful in this role? |  |

|  |
| --- |
| Criminal Records. Criminal record information is treated in the strictest of confidence. A criminal record does not necessarily prevent you from being employed with NOVAS. During the recruitment process you will be asked for details about any convictions, cautions reprimands or final warnings. |

|  |  |  |  |
| --- | --- | --- | --- |
| **EDUCATION**  Please outline the details of any major award qualifications | | | |
| Title or Course and Qualification | Training provider, Educational Institute, School, College or University name | From (month & year) to (month & year) | Results Status (please note if course is still in progress or where complete your result) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Please note any other relevant training courses, minor awards, component certificates completed including employment based training | | | |
| Course Title | | Date Complete | |
|  | |  | |
|  | |  | |
|  | |  | |
|  | |  | |
|  | |  | |
|  | |  | |
|  | |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EXPERIENCE**  Beginning with your most recent role, please provide details of your previous employment experience | | | | | |
| Organisation Name | Position Title | Key Achievements | Start Date | Finish Date | Reason for leaving |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
| **VOLUNTARY ROLES**  Please indicate any volunteer roles, board or association memberships here | |
| Organisation Name | Your involvement (Please specify duration) |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **ADDITIONAL INFORMATION**  The Job Description for the role you have applied for outlines the duties and responsibilities for this role along with the required and desired education and experience. In order to assess your application please complete the following questions (maximum 500 words per question) |
| Please explain the relevance of your experience and knowledge to meet the requirements of this role? |
|  |
| What would you see are the main challenges you would face in this role if you were successful? |
|  |
| What strengths would you bring to this role and the NOVAS team? |
|  |
| Why, at this point in your career, have you applied for this role with NOVAS? |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **REFERENCES**  Please give the name, telephone number, email address and occupation of two referees, who would be in a position to assess your skills, knowledge and aptitude for this post.  One of these must be your current or most recent employer.  Referees should not be related to you. Please note we will not contact referees without your prior permission. | | | |
| Name: |  | Name: |  |
| Phone: |  | Phone: |  |
| Email: |  | Email: |  |
| Occupation: |  | Occupation: |  |

|  |  |
| --- | --- |
| **SALARY EXPECTATIONS** | |
| What are your salary expectations for this role? |  |

|  |  |
| --- | --- |
| **NOTICE & AVAILABILITY** | |
| If you were successful in your application, when is your availability to start or notice period you would need to serve in your current role? |  |
| Do you have any large blocks of leave or holidays coming up in the next 6 months? |  |

|  |  |
| --- | --- |
| **DECLARATION** | |
| Please sign below to agree to the following statements:   * I certify that all the information I have given is correct and understand that any false information given may result in any job offer being withdrawn. * I understand that the processing of my personal data is necessary in order to take steps prior to entering into a contract and will be handled and processed as outlined in the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018). If I am successful in the recruitment and selection process, my data will be made available to the Human Resources Department and relevant third parties where required for administration of my employment. | |
| Applicant Signature |  |
| Date |  |

**Guidance for completing the application**

* All applications should be submitted by email to recruitment@novas.ie
* For enquiries or support around the recruitment process please call the HR department in our Head Office on 061 370325
* Please complete all sections even if you are including a CV or cover letter with your application.
* Include additional sheets if needed
* Typed applications are preferred
* Please send in Word or PDF formats only
* Please state ‘NA’ in sections that are Not Applicable to you.
* If you have been a Board or Sub Committee member you must wait 12 months before applying for a NOVAS staff position.
* Should an offer of employment be made, you will be required to provide evidence of eligibility to work in Ireland.
* Should an offer of employment be made, NOVAS will seek details about any convictions, cautions reprimands or final warnings. These will be assessed in the context of the role applied for and risk assessment in relation to the vulnerabilities of the clients, tenants, staff or other context in which you would be placed to work in order to make a decision about the safety of proceeding with a contract offer.
* All recruitment applications and processes are treated with confidentiality.
* NOVAS aims to create an inclusive and diverse workforce and recognises that applicants from marginalised groups may require different supports in order to contribute their skills and experience and NOVAS is committed to encouraging and supporting the development of a diverse workforce.