ECO-UNESCO

APPLICATION FOR EMPLOYMENT

Please complete all sections of the form. CVs are not accepted, and no application will be processed if the form is incomplete.

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| Position applied for: | ECO-UNESCO Clubs and Volunteer Programme Coordinator |
| Where did you see the post advertised? |  |

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| --- | --- |
| Personal Details | |
| Title |  |
| Forename |  |
| Surname |  |
| Address  *Please note, any successful candidate will have to be resident in Ireland upon taking up the position.* |  |
| Phone |  |
| E-mail |  |

|  |  |
| --- | --- |
| Current or Last Employment | |
| Position |  |
| Employer |  |
| Date from/to |  |
| Summary of achievements |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Previous Employment (please add more rows if required) | | | |
| Employer: | From: | To: | Position: |
| Summary of achievements: | | | |
| Employer: | From: | To: | Position: |
| Summary of achievements: | | | |
| Employer: | From: | To: | Position: |
| Summary of achievements: | | | |
| Employer: | From: | To: | Position: |
| Summary of achievements: | | | |
| Employer: | From: | To: | Position: |
| Summary of achievements: | | | |

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| --- | --- | --- | --- |
| Education and Qualifications | | | |
| School / college / university… | From | To | Qualifications |
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| Language Skills | | | | | |
|  |  | Fluent | Moderate | Learning | None |
| ENGLISH (fluency essential) | Speaking |  |  |  |  |
|  | Writing |  |  |  |  |
| IRISH | Speaking |  |  |  |  |
|  | Writing |  |  |  |  |
| Add additional languages (with levels), or comments: | | | | | |

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| Experience & Skills  Please detail how your skills and experience meet the requirements set out in the job description. Before completing this section, please read the job description for this post carefully. For each item in the person specification (except formal qualifications already listed), you should give examples from your past employment, interests, voluntary work or life experiences to demonstrate how you meet the requirements of the post. |
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| Statement in support of your application  Please outline your motivations for applying to this post. |
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| --- | --- | --- | --- |
| Additional Questions | | | |
| If successful, what is the earliest date that you could start the job? | | |  |
| Do you hold a current, full, and clean Driving License valid in the Republic of Ireland? | | | Yes  / No  *(Essential for this role)* |
| Is there anything else you feel we need to know to support you in your application? | | |  |
| References  Please provide details of two referees, including your present or most recent employer. We will not contact your referees until we have contacted you and received your consent. Please ensure you have your referee’s permission to share their contact information. | | | |
| 1 | Name |  | |
| Position |  | |
| Address |  | |
| Tel. No. |  | |
| E-mail |  | |

|  |  |  |
| --- | --- | --- |
| 2 | Name |  |
| Position |  |
| Address |  |
| Tel. No. |  |
| E-mail |  |

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| --- | --- |
| Declaration | |
| I declare that the statements made by me in this application are true and that the accuracy thereof shall be a condition of any contract of employment offered to me by ECO-UNESCO: | |
| Signature of Applicant |  |
| Date |  |

Please e-mail your completed form to [recruitment@ecounesco.ie](mailto:recruitment@ecounesco.ie) with *Employment Opportunities – ECO-UNESCO Clubs & Volunteer Programme Coordinator (Private and Confidential)* in the subject line.

Closing Date for Applications – **Friday 4th April 2025**

Interview Date – provisionally scheduled for **week commencing 07th April 2025**