

**Job application form for NALA Administrator Role**

**Notes**

* Complete this job application form and email, with a CV and Cover Letter, to recruitment@nala.ie by **5pm Tuesday 6 April 2021**
* Use a clear font
* Keep to the maximum word count in each section.
* Section 1 (Personal details) and section 2 (References) must be completed.
* For section 3 (Relevant qualifications) and section 4 (Relevant work experience) begin at the most recent date. You can add more fields to these sections if you need to.
* Section 3 to 9 will be marked.
* Applicants with the highest marks will be asked to attend an interview the week beginning 26April 2021.
* If you have any questions email recruitment@nala.ie or call 01 412 7900.

|  |  |
| --- | --- |
| Office use only |  |
| Application number  | Date received |

|  |
| --- |
| 1. **Personal details**
 |
| Name |  |
| Telephone |  |
| Email |  |
| Address |  |

|  |
| --- |
| 1. **References**
 |
| Provide two work references with a contact email and phone number. We will let you know if we are going to contact your referees. |
|  |

|  |
| --- |
| 1. **Relevant qualifications**
 |
| Name of qualification, for example Masters, Degree, Diploma, Leaving Certificate | Name of university, college or school | Grade awarded | Year obtained |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| 1. **Relevant work experience**
 |
| Your job title |  |
| Name and address of your employer, company or organisation |  |
| Duration of employment, for example from March 2018 to present  |  |
| Describe your main duties and responsibilities | (150 words maximum) |

|  |  |
| --- | --- |
| Your job title |  |
| Name and address of your employer, company or organisation |  |
| Duration of employment, for example from March 2018 to present  |  |
| Describe your main duties and responsibilities | (150 words maximum in this section) |

|  |
| --- |
|  |
| **Provide evidence of 3 years relevant experience**  |
| (300 words maximum in this section) |

|  |
| --- |
|  |
| **Provide evidence of your technical skills (For example: proficiency in MS office)** |
| (200 words maximum in this section) |

|  |
| --- |
|  |
| Provide evidence of your organisation skills (For example: The capacity to manage a diverse work load, be self-motivated and to prioritise responsibilities) |
| (200 words maximum in this section) |

|  |
| --- |
|  |
| **Provide evidence of your communication and interpersonal skills. (For example working with other staff, clients, stakeholders)** |
| (200 words maximum in this section) |

|  |
| --- |
| 1. **Any other information**
 |
| **Provide any other information you think is relevant to your application for this job.** |
| (200 words maximum in this section) |