**APPLICATION FORM for** **Finance Administrator**

**Please submit this completed application form along with your C.V to Coordinator Cavan CCC** **nmcgovern@cavanccc.ie** **Closing date for application form and C.V is Tuesday 9th May at 5pm. Cavan Childcare Committee is unable to accept applications after this time.**

Please complete each section of this application form as fully and as carefully as possible using typescript. Additional information may be submitted as part of the application as an attachment to the form.

## THIS APPLICATION WILL BE TREATED IN STRICT CONFIDENCE

Position Applied for

|  |
| --- |
| **Finance Administrator**  |

## Section 1 – Personal details

**Surname First Name(s)**

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| --- | --- |
|  |  |

Permanent Address

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**Address for Correspondence (if different from above)**

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**Home Telephone No**. **Mobile Telephone No**.

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| --- | --- |
|  |  |
| **Email Address** |
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**Are there any legal restrictions on your right to work in Ireland? (Y/N)**

**Section 2 – Academic / professional record**

# Academic Qualifications

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree/Diploma/****Certificate** | **Conferring Body** | **Year Conferred** | **Grade and Class** | **Major Subjects** |
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##### Section 3 – Employment details

##### EMPLOYMENT RECORD

## Current Position

|  |  |  |
| --- | --- | --- |
| **Employer (Name & Address)**  | **Date of Commencement** | **Position** |
|  |  |  |

#### Description of Present Duties and Responsibilities (permanent/temporary/acting status)

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| --- |
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| --- |
| **Reason(s) for Considering Leaving** |

## EMPLOYMENT RECORD (contd.)

### Previous Positions/Employments

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Employer Name & Address** | **Position Held** | **Duties** |
| **From** | **To** |
|  |  |  |  |  |
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|  |  |  |  |  |

**Section 4 –** **Training and development record** (Details of training / CPD completed)

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| --- | --- | --- | --- |
| **Training Title** | **Level Attained** | **Date Completed** | **Expiration Date** |
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| **Section 5 – Relevant experience** Briefly highlight any significant experience relevant to the post. Where possible, for each of the three areas below, briefly highlight relevant experience in relation to: |
| **Financial administration (including payroll)** |
| **Experience managing & reporting on government budgets and programmes, (including not for profit organisations)** |
| **Experience relating to Office Administration.** |
| **Details of any experience in Governance Code, maintaining Financial Policies & Procedures** |

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| **Section 6 – Key achievements** Briefly highlight specific key achievements, contributions, or expertise you have developed over your career to date which demonstrate your suitability to meet the challenges of the post as per the Role Profile. |

###### Section 7 – Personal statement

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| Personal statement on why you wish to be considered for the post and why you believe your skills and experiences would be of value. This statement should not exceed 500 words. |
|  |

##### Section 8 – References and additional information

**Please include the name, title and contact details for two referees, one of whom should be your current or most recent employer.**

|  |  |
| --- | --- |
| Name/Title | Name/Title |
|  |  |
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|  |  |
| --- | --- |
| **Address** | **Address** |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Telephone No.**  | **Telephone No.**  |
| **Email:**  | **Email:**  |
| Do you require notice before we contact this referee? (Y/N) | Do you require notice before we contact this referee? (Y/N) |
|  |
| If you are currently employed what notice period is required for your employer? (Y/N) |
| Do you hold a current, full driving license and the use of a car? (Y/N)  |
| Are you willing to undergo Garda vetting as a condition of your employment with the company? (Y/N)  |
| **Before signing this form, please ensure that you have replied fully to all of the questions.** |

##### Section 9 - Declaration

I have reviewed the above information supplied to Cavan County Childcare Committee and hereby certify that, to the best of my knowledge and belief, such information is true and complete and is not misleading in any material respect. I understand that any falsification, omission or misrepresentation on my part will be treated as serious misconduct and may result in the termination of my employment with the company in the event that I am successful in my application for employment with Cavan County Childcare Committee.

“I understand that certain information hereby provided by me is personal data, within the meaning of that term as defined in the General Data Protection Regulation (GDPR) Data Protection Act 2018, the “Law Enforcement Directive” (Directive (EU) 2016/680) which has been transposed into Irish law by way of the Data Protection Act 2018 and the Data Protection Acts 1988 and 2003 (“the Acts”) and I confirm that the provision of this information by me so that it may be processed for the purposes of consideration of my application constitutes a consent for the purposes of the Acts”.

Signature: Date:

**Completed applications should be returned by email along with your C.V to** **nmcgovern@cavanccc.ie** **with subject line**

**“Finance Administrator Application”**

**By Monday 24th April @5pm**