



Global Action Plan
CREATING THE CLIMATE FOR CHANGE

APPLICATION FORM

PLEASE TYPE OR WRITE IN BLACK PEN FOR PHOTOCOPYING PURPOSES

Position applied for: _____

Title: (by which you wish to be addressed) _____ Surname: _____

First Names: _____ Contact Tel no: _____

E-mail Address: _____

Address: _____

If successful when could you take up appointment? _____

EDUCATION

Type of establishment attended since and including Leaving cert	Dates attended To - From	Qualifications/Accreditation

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TRAINING

Please give details of any external or internal courses or training that you have taken (including dates and length or course, etc.)

Type of training	Dates attended To - From	Qualifications/Accreditation (if any)

VOLUNTARY WORK EXPERIENCE

Please give details of any unpaid/voluntary work experience

Dates From/To	Organisation (Name and Address)	Job Title and main duties

PLEASE DEMONSTRATE HOW YOU MEET THE REQUIREMENTS OF THIS POST AS SET OUT IN THE PERSON SPECIFICATION.

ADDITIONAL INFORMATION

Please provide additional information that you feel may support your application.

DRIVING ABILITY

Do you hold a full current Driving Licence? Yes/No

REFERENCES

Please give details below of 2 people whom we may contact for references. At least one of the referees should have knowledge of you in a working environment, either paid or unpaid and one should be your current/last employer.

Previous surname (if necessary) for reference purposes: _____

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Reference 1		Reference 2	
Name:		Name:	
Company:		Company:	
Position:		Position:	
Address:		Address:	
Tel. No:		Tel. No:	
E-mail:		E-mail:	

Where did you hear about the job? _____

DECLARATION

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information I have given is correct and understand that any false information given may result in any job offer being withdrawn.

Signature of Applicant _____ Date _____

Global Action Plan is an Equal Opportunities employer.

Please return this application form with a covering letter by **Tuesday 7th February 2012 at 5pm** by e-mail to info@globalactionplan.ie or by post to Global Action Plan, 13 Balbutcher Lane, Ballymun, Dublin 11. Phone (01) 862 5846.

All applications will be acknowledged by email within 3 working days of receipt. If you do not receive such an acknowledgement, please contact us as soon as possible.

First round interviews will take place on Tuesday 14th February 2012;
Second round interviews (if deemed necessary) will take place on Monday 20th February 2012.