**APPLICATION FORM**

**Please note:** The Application Form must be **TYPED.** Handwritten forms will not be accepted.

All questions must be answered. Do not change the question numbers or sequence.

Boxes may be expanded as required – please comply with maximum word count requirements.

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| **APPLICATION FOR THE POST OF BIA Innovator Campus**  **Head of Community & Operations** |

1. **PERSONAL DETAILS**

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| **First Name:** | | **Surname:** |
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| **Home Address:** | | **Correspondence Address: *(if different)*** |
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| **Home Phone Number:** | | **Mobile Phone Number:** |
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| **Email Address:**  **(this is the primary method of communication)** |  | |

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| **Citizenship Requirement: European Economic Area (EEA)** | **Yes** | **No** |
| Are you an EEA National? (Please see Memorandum of Information document for definition of an EEA National) |  |  |

1. **RESTRICTIONS**

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| **Assessment** |
| Are there any restrictions regarding your employment? Yes  No  *(if you answer Yes, please provide details on separate sheet)*  Do you require a Work Permit? Yes  No  Do you have a full clean driving license? Yes  No |

1. **PRESENT POSITION**

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| **Please give details of your current position:** | | | |
| **Organisation:** | **Location:** | | **Job Title:** |
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| **How much notice do you need to give your current employer?** | |  | |
| **Current Salary:** | |  | |
| **Present Position:** Main responsibilities and significant features of the position. | | | |

1. **QUALIFICATIONS**

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| **4.1 Primary Degrees/Diplomas**: | |
| **University/Institute/College:** | |
| **Qualification (Pass/Hons):** | **Awarding Body:** |
| **Year of Entry:** | **Year Qualified:** |
| **Subjects studied:** | |

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| **4.2 Post Graduate Degrees/Diplomas:** | |
| **University/Institute/College:** | |
| **Qualification(Pass/Hons):** | **Awarding Body:** |
| **Year of Entry:** | **Year Qualified:** |
| **Subjects studied:** | |
| **University/Institute/College:** | |
| **Qualification (Pass/Hons):** | **Awarding Body:** |
| **Year of Entry:** | **Year Qualified:** |
| **Subjects studied:** | |

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| * 1. **Other Skills Training/Courses relevant to this Post:** | | |
| **Year attended** | **Title of Skills Training** | **Training Body** |
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1. **PROFESSIONAL DEVELOPMENT**

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| **5.1 Professional Development:**  List any courses not included in Section 4 above. Please include dates of the relevant training and duration of these courses as well as additional qualifications. Start with the most recent and work backwards. | | | |
| **Name of Course** | **Name of Organisation / Institution running course** | **Length of Course** | **Year** |
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| **5.2 What key skills and knowledge have you developed as a result of these courses that are relevant to this position?** |
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1. **EMPLOYMENT RECORD**

| **6.1 Please provide details of your work history beginning with the most recent position:** | | | | |
| --- | --- | --- | --- | --- |
| **Dates**  **(From/To)** | **Name & Address of**  **Employer** | **Position Held & Salary(**  **Whole-time or Part-time)** | **Summary of Main Duties** | **Reasons for Leaving** |
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| **6.2 Other relevant experience beginning with the most recent.** | | | |
| Dates From/To | Position | Education Centre or other Institution | Responsibilities |
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| **6.3 Outline briefly your three greatest achievements with respect to the responsibilities of this role:** |
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1. **THE ROLE AND FUNCTION OF BIA INNOVATION CAMPUS HEAD OF COMMUNITY & OPERATIONS**

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| A number of key competencies have been identified as being essential for the effective performance of the role and function of Head of Community & Operations.  These competencies are as follows:   * Specialist Knowledge, Expertise & Self Development * Leadership and Strategic Direction * Judgement & Decision Making * Management & Delivery of Results * Building Relationships and Communication. |
| **Outline an example(s) on the following pages of how and where you have displayed each of these competencies (no more than 300 words per competency). The example(s) may be drawn from your experience in various settings including professional, social, sporting or voluntary.** |

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| **7.1. Specialist Knowledge and Expertise:**   * Please outline a project in which you displayed Specialist Knowledge, Expertise & Self Development relative to the role requirements? Please break this down separately into Community and Operations. |
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| **7.2 Leadership and Strategic Direction**   * Please describe a project/role that demonstrates your effectiveness in Leadership and Strategic Direction relevant to both aspects of the role? |
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| **7.3 Judgement & Decision Making**  Please describe an example which you feel demonstrates your ability to achieve positive results through Judgement & Decision Making |
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| **7.4 Management & Delivery of Results**  Please describe how you feel you can demonstrate effective Management & Delivery of Results illustrating this by using examples. Please vary examples in relation to Community and Operations. |
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| **7.5 Building Relationships and Communication.**  Please describe an example which you feel demonstrates your experience of building relationships and how you would describe your communication style. |
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1. **SUPPORTING STATEMENT**

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| **8.1 Statement**  This section is for you to provide further information in support of your application. You should demonstrate why you have applied for the position and outline any other knowledge/expertise or attributes which you consider pertinent to the role. |
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1. **REFERENCES**

Please provide names, addresses and position/occupation of two people (other than relatives or friends) with knowledge of you and your work to whom professional reference can be made. One should be your current or most recent employer. Referees won’t be contacted without prior consultation.

***Present or most recent employer:***

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| --- | --- | --- | --- |
| **Name & Title:** | **Position Held:** | **Telephone/Mobile:** | **Email:** |
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| **Full address:** | | | |
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***Other referee:***

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| **Name & Title:** | **Position Held:** | **Telephone/Mobile:** | **Email:** |
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| **Full address:** | | | |
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1. **DECLARATION AND SIGNATURE**

You are required to sign the declaration below certifying that all information you have provided is accurate.

The Selection Committee may wish to check any of the details you have provided.

Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.

I declare that the information supplied in this application form is accurate and true.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed application form plus a copy of your CV and cover letter should be returned via email to hello@biainnovatorcampus.ie

**no later than 4 p.m. on 21st June 2021**

Shortlisting of applicants may apply. Late applications will not be considered.

BIA Innovator Campus CLG is an equal opportunities employer*.* Recruitment to posts within BIA Innovator Campus CLG is on the basis of merit as assessed at interview and supported by references.

***BIA INNOVATOR CAMPUS CLG IS AN EQUAL OPPORTUNITIES EMPLOYER***

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Description automatically generatedA picture containing shirt

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This position is funded with the support of Galway County Council, Teagasc & Enterprise Ireland under the Regional Enterprise Development Fund.