



**Application Form for the post of
LESN Training, Education and Employment Information Officer**

NOTE Please TYPE your responses – hand written application forms will NOT be accepted. Please note that applicants will be short-listed for interview on the basis of information supplied on their applications. Please do NOT send a CV or Covering Letter. Any breach of these conditions will render your application invalid and it will not be considered.

1. Personal Details

Name:

Address:

Telephone:

Email:

Please note that if you are selected for interview we will contact you via e-mail.

Do you require any special facilities/arrangements to apply for this position or if selected, at interview?

(If yes, please contact us or specify)

2. Please state the education and training history you consider relevant to this position.



3. State your relevant employment history highlighting key aspects of your career/experience that you think are of particular relevance to this position.

4. Why do you want to be a Training, Education and Employment Information Officer in the Local Employment Service Network?



5. Please give details to illustrate your knowledge of the local labour market and local employers and your previous ability to communicate with employers.

6. Give examples of your information giving experience, particularly in relation to experience of engaging with specific groups of Long Term Unemployed. Please specify the groups you have worked with.



7. Please give examples of how you have used your communication skills, written and oral, including the social media platforms you use.

8. Describe yourself as a worker and give examples to support this description.



9. Please indicate any further experiences and/or achievements you hold which you consider relevant to your application for this position.

Please return your completed application by :

Samantha O'Toole
Co-ordinator,
LESN
108 Bohermore
Galway.

Phone: 091- 566617 email: samantha@gcples.ie

All correspondence will be by e-mail. Closing date for application is **5pm on Friday 10th July.**



IMPORTANT NOTES

- **The first part of your interview will be a competency based test requiring you to create a CV from a hand written page of information. You will be required to use a PC to create a well presented document. Particular attention will be paid to the use of written English. You will be allowed up to 25 minutes to complete your document.**
- Candidates attend for interview at their own expense.
- Please note that canvassing by, or on behalf of applicants, will disqualify them from the competition.
- Candidates should allow sufficient time to ensure that the application form is delivered not later than the date and time for acceptance. Proof of posting is not proof of receipt. **For e-mail applications it is the time received not the time sent that is recognised.**
- The information supplied in this form is held on the understanding of confidence, subject to the requirement of the Freedom of Information Act 1997 or other legal requirements.

I hereby declare that the above statements are true to the best of my knowledge. I understand that any deliberate mis-statement may render me liable to dismissal, if employed. I further declare that there is no known reason or event that would render me unsuitable for the post.

Signature of Applicant: _____ **Date:** _____



**An Roinn Gnóthaí Fostaíochta
agus Coimirce Sóisialaí**
Department of Employment Affairs
and Social Protection