



NCGE APPLICATION FORM FOR GUIDANCE OFFICER (EUROGUIDANCE) 2019

DELETION OF ANY FIELD WILL INVALIDATE THIS APPLICATION

APPLICANT'S PERSONAL DETAILS			
Name:			
Postal Address:			
Landline No:		Mobile No:	
E-mail Address: (Please print clearly if completing in handwritten format)			
Professional Social Media Profile: (e.g. Professional Twitter/ LinkedIn/Service Facebook Page)			

Applicants, please note:

- Please use black ink if completing this Form in handwriting
- Completed Application Forms and a Cover Letter of Application should be emailed to ncgerecruitment@ncge.ie
- Application Forms and Cover letter must arrive no later than **17:00 on Friday 6th September 2019**
- Late applications will not be accepted or considered
- Canvassing will disqualify
- Shortlisting may apply. Applicants for interview will be required to attend a competency-based interview.
- This position is available immediately
- The successful candidate will be required to present documents in relation to qualifications prior to appointment

For NCGE office use only	Received by:	Date:	Time:
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PLEASE GIVE DETAILS OF ACADEMIC, PROFESSIONAL OR TECHNICAL QUALIFICATIONS - most recent first
 Please note that the successful candidate will be asked to present original documents

Full Title of Degree/Qualifications Held	University/College Awarding Body	Grade Obtained	Year Qualification Obtained

PLEASE GIVE DETAILS OF OTHER RELEVANT, NON-ACCREDITED COURSES – most recent first:

Course Provider	Duration and Year of Study	Modules Studied

PLEASE DESCRIBE YOUR CURRENT OR MOST RECENT POST, GIVING DETAILS OF THE DUTIES AND RESPONSIBILITIES OF THE ROLE (maximum 200 words)

PLEASE PROVIDE A BROAD OVERVIEW OF YOUR EXPERIENCE TO DATE OF POST-PRIMARY SCHOOL /FET GUIDANCE COUNSELLING PROVISION (maximum 300 words)

PLEASE PROVIDE A BRIEF DESCRIPTION OF YOUR EXPERIENCE (IF ANY) OF:

- 1. THE DEVELOPMENT AND DISSEMINATION OF GUIDANCE RESOURCES/PUBLICATIONS (maximum 200 words)**
- 2. RESEARCHING ,COMPILING AND WRITING REPORTS (maximum 200 words)**
- 3. DELIVERY OF PRESENTATIONS/SEMINARS (maximum 200 words)**

PLEASE DESCRIBE YOUR LEVEL OF COMPETENCY IN ICT (E.G. ICT PACKAGES, ICT TOOLS, SOCIAL MEDIA)

PLEASE DESCRIBE THE USE OF ICT IN YOUR CURRENT ROLE. HAVE YOU USED ICT IN THE DELIVERY OF A GUIDANCE SERVICE? PLEASE GIVE DETAILS (maximum 200 words)

PLEASE PROVIDE A BRIEF DESCRIPTION OF YOUR EXPERIENCE (IF ANY) OF CO-ORDINATION AND COLLABORATIVE ACITIVITIES (maximum 200 words)

PLEASE PROVIDE A BRIEF DESCRIPTION OF YOUR EXPERIENCE (IF ANY) OF THE EUROPEAN DIMENSION OF GUIDANCE

PLEASE SET OUT BRIEFLY YOUR REASONS FOR APPLYING FOR THIS POST AND WHAT YOU MIGHT HOPE TO ACHIEVE WITH THE POST (E.G. WHAT STRENGTHS OR QUALITIES WOULD YOU BRING TO THE ROLE OF GUIDANCE OFFICER - EUROGUIDANCE) (maximum 200 words)

EMPLOYMENT RECORD/EXPERIENCE - most recent first

Employer/Project	Position Held	Duties	Dates
			From: To:
			From: To:
			From: To:
			From: To:
			From: To:

PLEASE PROVIDE ANY OTHER RELEVANT INFORMATION

Blank area for providing other relevant information.

Please give details of hobbies and interests

Area	Expertise/Experience

NAMES & CONTACT DETAILS OF REFEREES()**

Reference 1		Reference 2	
Name:		Name:	
Role:		Role:	
Postal Address:		Postal Address:	
Work No:		Work No:	
Mobile No:		Mobile No:	
Email Address:		Email Address:	

****Please Note:**

- 1) At least two referees should be provided and only referees who know you in a professional capacity should be included.
- 2) Close relatives and friends should not be listed as referees.
- 3) If the current employer (where applicable) is not named as a referee, the NCGE Selection Panel reserves the right to seek a reference from the current employer.
- 4) The NCGE Selection Panel in its sole discretion will determine the suitability of any reference. The NCGE Selection Panel further reserves the right to seek from a candidate the names of additional referees.

Declaration of Applicant

I hereby declare that all the particulars furnished on this Application Form are true and correct to the best of my knowledge and that I am aware of the qualifications, requirements and particulars for this post, as set out in the advertisement and other relevant documentation.

Signature **Date:**