

**Employment Application Form**

**Finance Administrator**

 

**Application for Employment**

To complete this form, save a copy to your own system. Use the tab key to move through the various sections and enter details
as directed. You can return the completed document, as directed in the advertisement. Please start with your most recent employment history. Please also include any period of unemployment. No period should be left unaccounted. (Where citing voluntary experience you must provide evidence of number of days/hours etc. worked over what period of time). **Candidates may be short listed for interview based on information supplied on their applications.**

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| **Post applied for** |  |
| Full name |  | Full Driving Licence | [ ] Yes [ ] No (please tick one box) |
| Address |  |

|  |  |
| --- | --- |
| Home telephone no. |  |
| Business no.(if convenient) |  |
| Mobile no. |  |

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| County |  |
| **Education and qualifications (most recent first)** |
| Schools | From | To | Examinations taken - Results – Grades |
|  |  |  |  |
| University/College | From | To | Subjects studied - Examinations taken - Results (Hons/level attained) |
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| **Technical, professional, occupational, or commercial training** |
| College/Institute | From | To | Type of training - Qualification(s) gained |
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| **Membership of Professional bodies** |
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**Employment History (please add and expand as needed, please explain gaps in employment)**

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| Present or last employer, name and address, type of business |
| Dates employed |  |
| Position(s) held |  |
| Brief description of duties  |
| Notice required  | Current salary € |  |
|  | Salary Expectation |  |
| Reason for leaving |
| Previous employer, name and address, type of business |
| Dates employed |  |
| Position(s) held |  |
| Brief description of duties  |
| Reason for leaving |

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| Previous employer, name and address, type of business |
| Dates employed |  |
| Position(s) held |  |
| Brief description of duties  |
| Reason for leaving |  |

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| --- | --- |
| Previous employer, name and address, type of business |  |
| Position(s) held |  |
| Brief description of duties  |
| Reason for leaving |  |
| Dates employed |  |

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| Additional employment information |
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Describe your experience of the following in the course of your work to date: (you may expand the boxes to fit your information, please write N/A if you have no experience in an area).

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| **Day to Day Functions carried out in the Finance Function – Debtors & Creditors** |
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| **Recording of Income, Bank Reconciliations, Online Banking** |
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| **Assisting in Audit Preparation – Working with External Auditors**  |
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| **Reporting to Statutory Funders and other Grant Making Bodies**  |
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| **General Office Administration**  |
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| **Experience with Accounts Packages/Payroll** |
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| **Working as Part of a Team – Liaising with and Reporting to Managers** |
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| **Any other information that may help in assessing your application** |
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Please indicate the names of three referees one of which should be your most recent employer. We will not contact any referee without your permission.

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| --- | --- | --- |
| Name of Referee | Address | Telephone number |
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| Have you applied to Youth Work Ireland before? If so, post applied for and approximate date: |
| Do you have the legal right to work in Ireland? [ ] Yes [ ] No (please tick one box)If yes, and there are conditions attached, please specify:If no, what type of work permit do you require?  |
| **Declaration:**I hereby certify that all statements given by me on this application are true and correct without omission and that any misstatements given may disqualify my application. I also fully recognise that canvassing will disqualify my application.Upon request, I will present original certification for qualifications or transcripts as relevant***.*** All employment is subject to the receipt of satisfactory references, Garda Vetting, and a medical examination. |
| **Signature:** |  | **Date:** |

**Closing date for receipt of applications** **is** **5.00 p.m.** **Monday, 31st January 2022**

Applications received after this date will only be accepted based on a Certificate of Posting showing that the application was posted in time before the closing date.

Application form together with covering letter outlining your suitability for the position (250 words) should be submitted by 5.00 p.m. Monday, 31st January 2022 to Mary Horgan (mhorgan@youthworkireland.ie) Youth Work Ireland, 20 Lower Dominick Street, Dublin DO1YP97.