

**Application Form**

**Communications Officer**

Important: Please ensure that you read the instructions on how to complete the application form; Failing to specifically address the requirements may exclude you from the short-listing process.

Handwritten application forms will NOT be considered

**Section 1**

|  |  |
| --- | --- |
| **Surname** | **First Name(s)** |
| Home Address | Address for Communication (if different) |
| Home Telephone No | Work Telephone No  (will only be used with your permission) |
| E-Mail | Mobile |
| Do you hold a full clean driving licence? **Yes □ No □** | |
| Do you have daily use of a car? **Yes □ No □** | |
| Do you require a work permit? **Yes □ No □**  (As this post is based in Ireland non- EU, EEA or Swiss nationals require a current and valid permit to work in Ireland) | |

**Section 2**

**ACADEMIC, PROFESSIONAL OR TECHNICAL QUALIFICATIONS**

(Outline below, in date order, starting with your most recent, your professional qualifications, include computer or other training if relevant)

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| --- | --- |
| **Title of Degree(s)/ Qualification(s)**  **held and date of qualification** | **University, College or Examining Authority** |
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**EMPLOYMENT RECORD** (Outline below, starting with your current position, full details of your employment to date)

**Add additional sections as required**

|  |  |
| --- | --- |
| **Period of employment** |  |
| **Name and address of employer** |  |
| **Title of post held** |  |
| **Salary** |  |
| **Description of duties, main responsibilities** |  |
| **Reason for leaving** |  |

|  |  |
| --- | --- |
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| **Reason for leaving** |  |

**Please add additional section(s) as required**

**REFEREES**

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| ***A minimum of 3 references will be required. One of the references may be known to you in a capacity other than employment. In the event that you need to supply details of further referees please use a separate sheet.*** |

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| --- | --- |
| **Name and address of referee** |  |
| **Occupation / Relationship to you** |  |
| **Telephone No.** |  |
| **E-mail:** |  |

|  |  |
| --- | --- |
| **Name and address of referee** |  |
| **Occupation / Relationship to you** |  |
| **Telephone No.** |  |
| **E-mail:** |  |

|  |  |
| --- | --- |
| **Name and address of referee** |  |
| **Occupation / Relationship to you** |  |

**Section 3**

*Please read the job description and person specification carefully and explain why you believe you have the necessary competencies, qualities and experience to take on this role. As Communications Officer you will need to; (1) Work at all times to meet the core values and strategic aims of EPIC (2) Have knowledge and understanding of key issues for young people in care, leaving care and in aftercare (3) Support, through communications, the work of EPIC with children and young people in care and aftercare using integrated social media, web and other communication channels. (4) Assist in developing communication strategies that support the ongoing development of EPIC’s work with children and young people in care and aftercare to promote policy and practice change within the care system nationally and internationally.*

*In this section, we ask you to describe some of your personal achievements that demonstrate the skills and abilities required to take on the post of Communications Officer.*

*Under each heading please illustrate, with examples, situations you have experienced and what specifically you have done, which demonstrates the skill or quality required. Please include examples/portfolio of work you have undertaken with young people e.g. project or programme, videos, materials etc.*

**1. Knowledge and experience**

You should have good knowledge and understanding of communication strategy including promotional and media work, website and social media management and development, relationship building and developing clear and effective communication to a wide variety of audiences.

Please demonstrate below how you believe you meet these requirements by giving an example in no more than 500 words.

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**2. Social Media Engagement**

An essential requirement of this role is knowledge of Information and Communications Technology and experience of engagement of young people through the use of social media, and other communication channels. This includes development of good quality content for web and other platforms ensuring interaction with children and young people and a wide range of other stakeholders through social media platforms including Twitter and Facebook as well as traditional media such as information leaflets, newsletters etc.

Please demonstrate below how you believe you meet these requirements by giving examples from your own professional experience in not more than 500 words.

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**3. Communication skills, networking and relationship building**

This role requires excellent communication skills, both verbal and written, as well as good presentation skills. This involves not only effective communication with children and young people but with a wide range of stakeholders from a wide variety of sectors and backgrounds.

You should be able to build credibility, trust and rapport with a diverse range of people, and work collaboratively with stakeholders across a broad range of sectors including government, business, media, NGO and youth sectors.

Please demonstrate below how you believe you meet these requirements by giving an example in not more than 500 words.

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**5. Teamwork, Flexibility**

The role and day to day work of the Communications Officer is varied and multifaceted. The successful candidate will be flexible, adaptable and able to manage multiple demands. The role will involve some work outside of office hours and occasionally at week-ends and some travel, both within Ireland and internationally, may be required. Working as part of the EPIC team also requires a willingness to support colleagues and projects across the organization.

Please demonstrate below how you believe you meet these requirements by giving an example in no more than 500 words

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6. Please include any other information which you feel would support your application

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**Declaration**

It is important that you read this declaration carefully before signing: “I declare that to the best of my knowledge and belief there is nothing in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed by virtue to this appointment. I hereby confirm my irrevocable consent to EPIC to the making of such enquires as are deemed necessary in respect of my suitability for the post in respect of which this application is made.

I hereby accept and confirm the entitlement of EPIC to reject my application or terminate my employment (in the event of a contract of employment being entered into) if I have omitted to furnish EPIC with any information relevant to my application or to my employment with EPIC or where I have any false statement or misrepresentation relevant to this application or my continuing employment with EPIC.

Have you ever had any licence, certificate or employment suspended, endorsed, revoked or terminated?

**Yes**

**No**

If yes please provide details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you at present, or have you in the past, been the subject of any investigation or has any action ever been taken against you with regards to a child/children under 18 years of age, or any other investigation, criminal or otherwise, whether or not resulting in acquittal or exoneration?

**Yes**

**No**

If yes please provide details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Are there any restrictions on you being able to work in Ireland, as far as you know?

**Yes**

**No**

If yes please provide details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Furthermore, I hereby declare that all the particulars furnished in connection with this application are true, and that I am aware of the qualifications and particulars for this position. I understand that I may be required to submit documentary evidence in support of any particulars given by me on my Application Form. I understand that any false or misleading information submitted by me will render me liable to automatic disqualification. Failure to sign this declaration will render my application invalid.

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Please ensure that the above is completed prior to return.

**Data Protection Notice**

This data protection notice outlines how EPIC uses the information and personal data provided by you.

**Who we are and your Access Rights**: The personal data you supply to us will be controlled by EPIC for the purposes of working with EPIC. If you have any enquiry about our data protection and privacy practices please contact us at [info@epiconline.ie](mailto:info@epiconline.ie) or The Data Protection Officer, EPIC, 7 Red Cow Lane, Dublin 7.

You have a right to request a copy of your personal data held by us. A request should be made in writing and accompanied by a fee of €6.35 (cheques should be payable to (EPIC, 7 Red Cow Lane, Smithfield, Dublin 7) to The Data Protection Officer, EPIC, & Red Cow Lane, Smithfield, Dublin 7. If you believe that there are inaccuracies in the data we hold about you, you can contact Our Data Protection Officer to have the data corrected, blocked or erased and you can also object to the processing of that personal data. You may be asked to prove your identity before a request is granted.

**Why we collect and how we use personal data**: All personal data is held in accordance with the standards required by data protection law. The information that you provide will be held and used by us for the purposes of your time as an employee of EPIC; statistical analysis; to protect us and our affiliates from and to prevent and detect fraud; and to comply with legal obligations imposed on us.

**Retention of your personal data:**

The majority of the personal data obtained by EPIC will be retained in accordance with Employment Law for as long as is permitted.

**As you are applying for a post where you will be required to have contact with children and young people you will be required to have a standard Garda Vetting check.**

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Please complete this application form and return it, together with a CV and cover letter, by e-mail to [info@epiconline.ie](mailto:info@epiconline.ie).

**EPIC** **is an equal opportunities employer**