**Application Form**

Position applied for: Country Representative Somalia

Reference Number: **11-ID-008**

Closing date:

**Important Notes:**

1. Please ensure that you **read carefully all instructions** and the **Job Description prior** to completing this application form
2. The greyed text boxes will expand as you type into them
3. Please ensure that you complete all sections of this application from as we shortlist on the basis of Applications forms only. Although you may be asked for a CV as an additional resource for the short-listing panel at a later time. **Do not include your CV** with this application.
4. For positions that are based in Ireland, non-EU / EEA nationals will require current and valid permission to work and reside in the Republic of Ireland. This is due to work permit restrictions. Evidence of such permission must accompany your application or it will be rejected.
5. Appointment to positions in regional/country offices is dependent on securing the necessary visa’s and permits required by the host authorities – Please note that not all overseas positions are considered accompanied, please check the Job Description for details.

##### Personal Details

Forename(s) (in full)

Surname(s) (if applicable)

Address

Telephone (evening)

Telephone (day)

Mobile /Cell number

Email Address

Skype Name

Fax Number

Current Location

## Career History

How many years management experience in an international NGO do you have?

<3 \_\_\_\_\_ 3-5\_\_\_\_\_\_ 5> \_\_\_\_\_\_

How many years experience of programming in a post-conflict environment, particularly on Governance & Human Rights, and Humanitarian interventions do you have?

<3 \_\_\_\_\_ 3-5\_\_\_\_\_\_ 5> \_\_\_\_\_\_

**Very briefly** outline your experiences of Governance & Human Rights, and Humanitarian interventions.

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### Most Recent Post

Please give full details of responsibilities and achievements for you current / most recent post

| Dates(from-to) | Position held  | Name and address of employer | Exact Job Title | Reason for leaving (or notice period required) |
| --- | --- | --- | --- | --- |
|       |       |       |       |       |
| Details of responsibilities/achievements:       |

## Previous Career History

For all previous posts please only include a **very brief outline** of responsibilities. Please account fully for any periods of time not spend in further education or employment. Ensure you complete all sections.

| Dates(from-to) | Position held and country of posting | Name and address of employer | Brief outline of responsibilities  | Reason for leaving |
| --- | --- | --- | --- | --- |
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### Education, Professional Qualifications and Training

Please include details of examinations taken or about to be taken for which results are not yet available

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| --- | --- | --- | --- |
| Name and address of school/university/institution | Dates(from—to) | Course title / details | Qualifications obtained |
| Educational qualifications |
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| Professional qualifications (including those from professional institutions) |
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| Training courses attended (**only if relevant to the job specification**) |
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##### Competencies

##### The person specification of the Job Description details key areas of competence, knowledge, experience and skills required for this post. Please describe in this section, using examples from your experience, how you meet the Essential Criteria as detailed in the job description. Short-listing will be based upon how well you demonstrate your ability to meet the essential criteria. Please note you should complete this section as succinctly as possible.

Details of meeting essential criteria

##### Please answer the following additional questions as succinctly as possible.

##### What in particular interests you about this post?

##### What experience do you have of working through national partner organisations in the delivery of programmes?

1. If successful at interview and offered this post, when would you be available to take up employment?

##### Referees

Please give the contact details of two referees, one of which **must be** your current or most recent employer / line manager. Please note that appointment is subject to satisfactory references. Trócaire will not contact your referees without first obtaining your full permission to do so.

|  |  |  |
| --- | --- | --- |
|  | **Present / most recent employer** | **Previous employer** |
| Name:  |       |       |
| Address: |       |       |
| Phone number:  |       |       |
| Email:  |       |       |
| Capacity in which they know you:  |       |       |
| Between which dates? |       |       |
| May we contact him/her prior to interviews? | Yes[ ]  No[ ]   | Yes[ ]  No[ ]   |

**Where did you see this job advertised? Please tick:**

|  |  |  |  |
| --- | --- | --- | --- |
| Trócaire Website | [ ]  | Bond | [ ]  |
| Irish Times | [ ]  | Guardian & Mail S. Africa | [ ]  |
| Dochas News | [ ]  | Belfast Telegraph | [ ]  |
| Charity Jobs Website | [ ]  | Agency | [ ]  |
| Alert Net Website | [ ]  |  | [ ]  |
| Reliefweb Website | [ ]  | Other |       |

|  |
| --- |
| DeclarationI confirm the details contained on this application form are correct. I understand that including false information on this form could render me liable to subsequent summary dismissal following appointment. I understand that any offer of employment will be subject to receipt of a satisfactory medical clearance and two satisfactory references. I also agree that my records may be held on a computerised database that is subject to the Data Protection Act 1998. Signature:      Date:      If you are sending your application form by email, please tick the box to indicate that the information provided on this form is true: [ ] (You will be asked to sign this form at a later date) |

**Response Details**

**Application forms addressed to:**

Jason Rice

**hr@trocaire.ie**

Or by post to:

Jason Rice

Human Resources Department, Trócaire, Maynooth, Co. Kildare, Ireland