###### **C:\Users\dobbinl\Desktop\ITI-Landscape-Logos-black.jpg**

###### **Application Form**

###### **JOB TITLE: Communications Project Manager**

###### **REFERENCE: ITI/DOS/CPM/07/22**

|  |
| --- |
| Notes – Please read before completing the application form |

* **Applicants who are successful at interview will be placed on a merit list from which further appointments may be offered on a fixed term basis, dependent on business need.**
* Applicants should submit this form only; supplementary material such as CV’s will not be considered.
* You should use this form to highlight relevant and appropriate experience given the essential and desirable criteria outlined in the job description.
* Application forms should be completed by **typing** in Calibri 12 or handwritten in BLOCK CAPITALS using **BLACK INK.**
* **Candidates are ADVISED THAT the allocated space for responses must not be extended to supplement answers.**
* Please return your completed form to Human Resources by email: [recruitment@intertradeireland.com](mailto:recruitment@intertradeireland.com)
* Completed application forms must be returned by **5.00 PM on Monday 22nd August 2022**

**PART A:**

|  |
| --- |
| **1. Personal Details** |

|  |  |  |
| --- | --- | --- |
| **Title** | **First Name** | **Last Name** |
| Enter your title | Enter your first name | Enter your last name |

|  |  |
| --- | --- |
| **Address for Correspondence** | **Contact Details**  **(Please note that we will use your email address as the primary method of correspondence)** |
| Enter your address | Home Phone Number: Enter your home phone number  Mobile Phone Number: Enter your mobile phone number  Email Address: Enter your email address |

**PART B:**

|  |
| --- |
| **2. Education and qualifications** |

##### **Please list all relevant secondary education qualifications obtained:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Subject** | **Grade** | **Date Obtained** |
| Enter qualification | Enter subject | Enter grade | Enter date obtained |

##### **Please list all relevant Further and Higher qualifications obtained:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution Name** | **Qualification/Field of Study** | **Grade** | **Date Obtained** |
| Enter institution name | Enter qualification / field of study | Enter grade | Enter date obtained |

**Training and Professional Qualifications:**

Please list all relevant training and professional qualifications obtained:

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Title** | **Qualification/Field of Study** | **Grade** | **Date Obtained** |
| Enter course title | Enter qualification / field of study | Enter grade | Enter date obtained |

|  |
| --- |
| **3. Employment History** |

This section should contain an outline of your career in the last 10 years, starting with your current/most recent employment. Please continue on a separate sheet if required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer Name/Nature of Organisation** | **Position Held** | **Dates held position**  ***(from and to)*** | **Career Narrative**  ***(key duties, reporting structure, staff responsibilities etc.)*** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

|  |
| --- |
| **4. Information for Sifting Purposes** |

In this section we would like you to provide information which will aid the sifting process. In each of the following sections please state how you meet the particular experience, understanding, knowledge and qualities sought, giving a least one example from your **work experience and specifying dates as appropriate.**

Please ensure this section of the form is completed fully and thoroughly to aid selection decision making and that you have referred to the information provided in the Job Description and Person Specification when providing your answers.

**allocated space must not be extended to supplement answers.**

|  |
| --- |
| **Essential Criteria 1**  ***A third level, or equivalent, professional qualification in a PR/Communications or Marketing related discipline.*** |
| Click or tap here to enter text. |

|  |
| --- |
| **Essential Criteria 2:**  ***Please demonstrate, by example, a minimum of three years’ experience working in a communications setting to include experience of management of third-party suppliers, overseeing costs and dispute resolution with same. (please state dates).*** |
|  |

|  |
| --- |
| ***Essential Criteria 3***  ***Please demonstrate, by example(s), your experience of successfully developing and executing integrated, omnichannel marketing campaigns to meet strategic outcomes and objectives including managing resources and budgets.*** |
| Click or tap here to enter text. |

|  |
| --- |
| ***Essential Criteria 4***  ***Please demonstrate by example, your experience in the development and execution of public and media relations strategies, detailing your approach to identification of relevant media contacts, distribution channels and media outlets to target key audiences.*** |
| Click or tap here to enter text. |
|  |

|  |
| --- |
| **Desirable Criteria 1**  ***Please provide details of your CIM, CIPR or equivalent qualification.*** |
| Click or tap here to enter text. |
|  |

|  |
| --- |
| **Desirable Criteria 2**  ***Please detail your experience in leveraging marketing analytics to enhance the performance of data-driven marketing or communication strategies, including experience of using Google Analytics (UA and/or GA4)*** |
| Click or tap here to enter text. |
|  |

**PART C:**

This information will be treated in the strictest confidence and will not form part of your application.

|  |
| --- |
| **5. Additional Information** |

|  |  |
| --- | --- |
| **Current/most recent salary:**  *(the successful candidate will be asked to provide copies of their last 3 payslips)* | Click or tap here to enter text. |
| **Length of Notice**: | Click or tap here to enter text. |

This post may require travel across the island and individuals must have access to a suitable form of transport to meet the requirement of the job.

Please indicate whether you meet this requirement:

**Yes**

**No**

|  |
| --- |
| **Where did you hear about this vacancy?**  Click or tap here to enter text. |

|  |
| --- |
| 6. Declaration |
| I confirm to the best of my knowledge that the information provided by me on this application form are true and accurate. I understand that the deliberate falsification of information may prejudice my application or lead to an offer of appointment being withdrawn.  **I understand that all information supplied on this application form will be kept strictly confidential and will only be used for the purpose of selection and administration.**  Signature: insert name here  Date: select date from dropdown |