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

###### **JOB TITLE: OPERATIONS MANAGER**

###### **(Permanent and Fixed Term up to 31 Dec 2022)**

###### **REFERENCE: ITI/OPS/OM/03/21**

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| Notes – Please read before completing the application form |

* **Applicants who are successful at interview will be placed on a merit list from which appointments may be offered as permanent or fixed term, 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
* Completed application forms must be returned by **5.00 PM (UK TIME) MONDAY 26TH APRIL 2021**

**PART A:**

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| **1. Personal Details**  |

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

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| **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 numberMobile Phone Number: Enter your mobile phone numberEmail Address: Enter your email address |

**PART B:**

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| **2. Education and qualifications**  |

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

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| --- | --- | --- | --- |
| **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 |

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| **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.

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| --- | --- | --- | --- |
| **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. |

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| **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 Information to Applicants, Person Specification and Job Description when providing your answers.**

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

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| **Essential Criteria 1****A degree qualification or equivalent third level qualification. (please state qualification achieved)** |
| Click or tap here to enter text. |

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| **Essential Criteria 2****Please demonstrate evidence of at least 3 years’ management experience working in a business development / project management role. (Please supply relevant dates and responsibilities).** |
| Click or tap here to enter text. |

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| **Essential Criteria 3:** **Please demonstrate, by example(s), your proven track record of successfully leading the design and delivery of business / work projects to specific performance milestones, targets and budgets.**  |
| Click or tap here to enter text. |

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| **Essential Criteria 4:** **Please demonstrate, by example(s), your ability to proactively manage and effectively lead a team to meet team and individual performance targets detailing how you planned and organised their work to achieve results within tight deadlines, focusing on priorities and objectives with a clear sense of direction.** |
| Click or tap here to enter text. |

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| **Essential Criteria 5:****Please demonstrate, by example(s), your financial management experience including budget building, forecasting and monitoring.** |
| Click or tap here to enter text. |

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| **Essential Criteria 6:****Please demonstrate, by example(s), your comprehensive working knowledge of SMEs and the issues affecting them in the current environment.** |
| Click or tap here to enter text. |

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| **Essential Criteria 7:****Please demonstrate, by example(s), your ability to influence, negotiate and maintain effective relationships with key partners and contacts internally and externally.** |
| Click or tap here to enter text. |

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| **Desirable Criteria 1:****Please demonstrate, by example(s) your experience of working in an economic development role, advising SMEs.** |
| Click or tap here to enter text. |

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| **Desirable Criteria 2:****Please demonstrate, by example(s), your experience of using digital technology to enhance service delivery.** |
| 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.

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| **5. Additional Information** |

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| **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** [ ]

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

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| 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 hereDate: select date from dropdown |

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## MONITORING INFORMATION

### **Monitoring Reference Number: ITI/OPS/OM/03/21**

InterTradeIreland monitors the applications it receives for jobs in order to ensure that their recruitment practices promote equality of opportunity.

This information will be treated in the strictest confidence and protected from misuse, and will not form part of your application. It will be used only for the purpose of monitoring our equal opportunity employment policy.

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| Please indicate your religion or the religion to which you would be perceived to belong by ticking the appropriate box below: |
|  |  |  |
| I am a member of the Protestant Community |[ ]   |
| I am a member of the Roman Catholic Community |[ ]   |
| I am a member of neither the Protestant nor the Roman Catholic Community |[ ]   |

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| Please indicate your gender by ticking the appropriate box below: |
|  |  |  |  |  |  |
| Male |[ ]   |  |  |  |
| Female |[ ]   |  |  |  |

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| **Please describe your ethnic origin by ticking the appropriate box below:** |
|  |  |  |  |  |  |
| White |[ ]   | Indian |[ ]   |
| Irish Traveller |[ ]   | Pakistani |[ ]   |
| Black – Caribbean |[ ]   | Bangladeshi |[ ]   |
| Black - African |[ ]   | Chinese |[ ]   |
| Black – Other (please specify) |[ ]   | Click or tap here to enter text. |  |  |
| Other (please specify) |[ ]   | Click or tap here to enter text. |  |  |

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| Under the Disability Discrimination Act 1995 a person is considered to have a disability if he/she has a physical or mental impairment which has substantial and long-term adverse effect on his/her ability to carry out normal day to day activities.**Do you consider that you meet this definition of disability?** |
|  |  |  |  |  |  |
| Yes |[ ]   |  |  |  |
| No |[ ]   |  |  |  |
|  |  |  |  |  |  |
| If YES please state the nature or effects of your disability |  |  | Click or tap here to enter text. |  |  |