

CPSMA: APPLICATION FORM FOR THE POST OF

Assistant General Secretary

**Instructions**

*Please complete this form in full by typing using a Word Processor (with the exception of your signature at the end of the form). The table cells in this document will ‘expand’ as you type. The document is a Microsoft Word file.*

*Five signed copies (A4 printout) of the completed form are to returned and received by 5pm on 7th December 2018 to:*

*The Chairperson of the Board of Directors*

*CPSMA*

*New House*

*Maynooth*

*Co. Kildare.*

***CPSMA will treat the information you provide in this Application in strict confidence and will only use the information in the context of evaluating your application for the post of Assistant General Secretary.***

**Section 1: Contact Information**

|  |  |
| --- | --- |
| **NAME** |  |
| **CONTACT ADDRESS** |  |
| **PHONE** |  |
| **e-mail** |  |

**Section 2: Employment Record**

*Please provide details of your present and previous employment beginning with the most recent.*

|  |  |  |
| --- | --- | --- |
| **Employment Dates** | **Employer** | **Position** |
|  |  |  |
|  |  |  |

|  |
| --- |
| *Please briefly indicate those aspects of your employment to date that you consider advantageous to this present application.* |

**Section 3: Educational Record**

*Please provide details of your educational qualifications*

**Third Level**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | **Degree / Award** | **Classification** | **Undergraduate or Post-Graduate** | **Awarding Institution** |
|  |  |  |  |  |
|  |  |  |  |  |

**Professional or Continuing Education**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Award** | **Provider Institution** |
|  |  |  |
|  |  |  |

**Leaving Certificate or Equivalent**

|  |
| --- |
| *Please indicate year of examination, subjects and results.* |

|  |
| --- |
| *Please briefly indicate those aspects of your Educational Record to date that you consider advantageous to this present application.* |

**Section 4: Essential qualifications, skill sets and previous experience**

*In the context of the Key Responsibilities of the Assistant General Secretary as outlined in the Job Specification please provide information on each of the following* ***essential appointment elements*** *below*

|  |
| --- |
| **A good understanding of the Irish Primary Education System with particular reference to management, trusteeship and patronage:** |
| **Understanding and appreciation of the role of CPSMA and the contribution of the CPSMA Secretariat to the work of the Association:** |
| **Understanding and appreciation of a Catholic Educational Ethos of relevance to the contemporary Irish context:** |
| **Practical knowledge and experience of primary education, HR management and law, and good governance:** |
| **Leadership and management skills:** |
| **Proven negotiation skills:** |
| **High degree of analytical, conceptual and problem-solving skills:** |
| **Strong oral and written communication skills:** |
| **An honours academic degree with a minimum of a 2.2 classification:** |
| **Ability to deal with all aspects of a multifaceted role:** |
| **Ability to work as part of a team:** |

**Section 5: Other skill sets / experience to the advantage of applicants**

*Please provide information on those aspects below which you consider relevant to your application.*

|  |
| --- |
| **Relevant Postgraduate academic qualification(s):** |
| **Other relevant qualifications / courses in the areas of law, corporate governance, human resources, leadership and management:** |
| **Availability to commence the post:** |

**Section 6: Personal Statement**

*Please provide a brief statement concerning your vision for the post of CPSMA Assistant General Secretary.*

|  |
| --- |
| *(500 words max)* |

**Section 7: Nominated Referees**

*Please provide information concerning two people who have agreed to act as your referees.*

*Each referee should have an adequate understanding of the role of CPSMA and an appreciation of the your skillset of relevance to a senior management and leadership position in an association that promotes and supports a Catholic educational ethos. In nominating these two referees you are giving permission for the Chair of the Board of Directors or his agent to contact the nominated persons. (Referees will only be contacted after shortlisting and in the context of a call to interview).*

**Referee 1**

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Phone Number** |  |
| **e-mail** |  |

**Referee 2**

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Phone Number** |  |
| **e-mail** |  |

**Section 8: Declaration**

*Please read and complete the declaration below*

I confirm that information that I have provided in this Application for the position of CPSMA Assistant General Secretary is true and accurate.

I give permission for CPSMA to use this information for the sole purpose of evaluating my suitability for appointment to the post of Assistant General Secretary of the Association

|  |  |
| --- | --- |
| **NAME** |  |
| **DATE** |  |
| **SIGNATURE** |  |