**Catholic Primary Schools Management Association**

(CPSMA)

Post of Education Executive

APPLICATION FORM

|  |  |
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| **Applicant’s Name** |  |

Completed Application Forms should be returned **by email only** to: **applications@cpsma.ie** for the attention of ***Ms. Anne Fay, Chairperson*** to arriveby **5pm** on **Friday 26th May 2023.** A CV **should not** accompany this form.

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| **1.** | **Name** |  | | | | | | | | | | |
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|  | **Home Address** | | |  | | | | **Home Tel. No.** | | |  | |
|  |  | | |  | | | | **Mobile Phone** | | |  | |
|  |  | | |  | | | | **Home E-Mail** | | |  | |
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| **2.** | **Current place of employment if applicable** | |  | | | |  | | |  | |
|  |  | |  | | | |  | | |  | |
|  | **Address** | |  | | | | **Tel. No.** | |  | | |
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|  |  | |  | | | | **E-Mail** | |  | | |

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| **3.** | **Professional Qualifications** | | | |
|  |  | | | |
|  | Title | **College** | **Years** | Major Subjects |
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| **4.** | Other relevant, non-accredited qualifications/courses |
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| 5. Employment experience | | | | |
|  |  | |  | |
|  | Years from - to | Location | | Position held |
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1. **Administrative experience**

**(a) Details of relevant administrative skills and experience**

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|  | **(b) Details of ICT skills and experience** |
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1. **(a) How do you interpret the role of an Education Executive in this organisation?**

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|  | **(b) What skill(s) would you bring to the role?** |
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| **8.** | **Illustrate with two examples how you have used any of the above mentioned skills in an appropriate context** |
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| **9.** | **Additional information you wish to include and which has not previously been mentioned on this form** |
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| **10.** | **Please give the names of two referees** | | | |
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|  | **(1) Name** |  | **(2) Name** |  |
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|  | **Address** |  | **Address** |  |
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|  | **Phone numbers \*** |  | **Phone numbers \*** |  |
|  |  |
|  | **\*** *As it is probable that referees may have to be contacted outside of office hours, a mobile number (where possible) in addition to a work number should be given.* | | | |

###### *Where a current employer (if applicable) is not named as a referee, CPSMA reserves the right to require a reference from such employer. CPSMA will have the sole discretion to decide the suitability of such a reference.*

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| **11. What is your capacity to work through the medium of Irish? *(Please tick)*** | | | | |
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|  |  | **Fair** | |  |
|  |  |  | |  |
|  |  | **Good** | |  |
|  |  |  | |  |
|  |  | **Very Good** | |  |

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|  | **Signature of Applicant** |  | **Date** |  |  |  |  |  |  |