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

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| **3.** | **Professional Qualifications**  |
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|  | 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** |  |
|  |  |  |  |  |
|  |  **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)*** |
|  |  |  |  |
|  |  | **Fair** |  |
|  |  |  |  |
|  |  | **Good** |  |
|  |  |  |  |
|  |  | **Very Good** |  |

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