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**Application form for Event Organiser with the Ombudsman for Children’s Office - a temporary contract for services**

Your completed application must be submitted by email to **ocotenders@oco.ie** by 5pm Wednesday 23 January 2019. Please enter ‘Contract for Services – Event Organiser’ in the subject line. Please note that the OCO will not consider any application received after 5pm Wednesday 23 January 2019.

**SECTION 1 - PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Title (Mr, Mrs, Ms):** |  |
| **Surname:** |  |
| **Forename(s) in full:** |  |
| **Residential/Postal Address:** |  |
| **Contact Telephone** | Landline:  Mobile: |
| **Contact Email:** |  |
| **Work Permit:** | Are there any legal restrictions on your right to work in this country?  Yes □ No □  If yes, please supply details: |

**SECTION 2 - QUALIFICATIONS**

**EDUCATIONAL QUALIFICATIONS – Starting with the most recent, please provide details of your most relevant qualifications. Please ensure you include the result.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates attended** | **School/College/Institute attended** | **Course pursued & Qualification awarded** | **Result & Date obtained** |
| From:  To: |  |  |  |
| From:  To: |  |  |  |
| From:  To: |  |  |  |

**FURTHER QUALIFICATIONS – Please list any further qualifications you may hold (e.g. membership of professional associations, professional qualifications and/or relevant training courses attended), which are not already listed above and which you consider relevant to this temporary contract for services with the OCO’s Communications Unit.**

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**SECTION 3 – EMPLOYMENT HISTORY**

**MOST RECENT EMPLOYMENT POSITION - For your current or most recent employment position, please provide the following details:**

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| **Name of Employer:** |
| **Address and telephone number:** |
| **Position you hold/held:** |
| **Briefly list the main duties and responsibilities you have/had in this role:** |
| **Time in this position** From: To: |
| **Reason for leaving (if applicable):** |
| **If awarded temporary contract for services with the OCO, what level of notice, if any, is required?** |

**RELEVANT PREVIOUS EMPLOYMENT – Please give particulars of any other employment since your full-time education, starting with the employment immediately preceding that outlined above. Please only provide details of previous employment that you consider relevant to this temporary contract for services with the OCO.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Name & Address of Employer** | **Title of position held &**  **List of main responsibilities** | **Reason for leaving** |
| From:  To: |  |  |  |
| From:  To: |  |  |  |
| From:  To: |  |  |  |

**SECTION 4 – EXPERIENCE, KNOWLEDGE AND SKILLS**

**Please summarise briefly your experience, knowledge and skills in each of the areas below. You may use bullet points if you wish. Once completed by you, SECTION 4 must not exceed 2 pages in length in total. If giving concrete examples, please give no more than one example in relation to each area below.**

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| --- |
| **Your experience as an event organiser** |
| **Your experience communicating and liaising with stakeholders** |
| **Your experience of working in a team environment** |
| **Your IT skills and experience of producing content for websites and/or social media platforms and of using such platforms:** |
| **Your experience of working independently on your own initiative:** |
| **Languages:**  **Are you fluent in spoken and written English?** Yes □ No □  **Are you fluent in spoken and written Irish?** Yes □ No □ |

**SECTION 5 – ADDITIONAL INFORMATION**

**Please respond to all of the following questions:**

|  |  |
| --- | --- |
| **What is your daily rate (excluding VAT)?** | Daily rate (excluding VAT): |
| **Are you available to work 5 days per week (Monday to Friday, 9.00am to 5.00pm) in the context of fulfilling a temporary 9 month contract for services with the OCO’s Communications Unit?** | Yes □ No □ |
| **Are you in a position to work from the Ombudsman for Children’s Office (with an option to work from home on 2 days per week) in Dublin for the purposes of fulfilling a temporary 9 month contract for services with the OCO’s Communications Unit?** | Yes □ No □ |
| **Are any parts of your application commercially sensitive?** | Yes □ No □  If ‘Yes’, please briefly clarify which parts: |
| **Are there any conflicts of interest that may arise if you were to be awarded this temporary contract for services with the OCO?** | Yes □ No □  If ‘Yes’, please briefly clarify: |

**In 100 words or less, please provide any additional information that you feel is relevant:**

|  |
| --- |
|  |

**SECTION 6 – REFERENCES**

**Please provide details of three referees from whom the OCO may seek references:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Organisation and**  **position held by referee** | **Relationship to you** | **Contact details** |
|  |  |  | Phone:  Email: |
|  |  |  | Phone:  Email: |
|  |  |  | Phone:  Email: |

|  |
| --- |
| **Do you require notification before your referees are contacted?** Yes □ No □ |

**SECTION 7 – DECLARATION**

I hereby certify and declare that:

1. All of the information that I have provided on this form has been honestly and accurately articulated to the best of my knowledge and belief.
2. I have not canvassed any employee of the OCO. I have not asked anyone else to canvas on my behalf. I will not undertake, seek or consent to any such canvassing.

Name of applicant: …………………………………………………………… Date: ……………………………

Please ensure that you have provided all of the information for which you have been asked. An applicant found to have given false information or to have wilfully suppressed any material fact will be liable to disqualification or, if awarded the contract, to have the contract terminated.

Please note that all personal data shall be treated as confidential in accordance with the Data Protection Acts, 1988 and 2003.