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**Application form for the post of Project Officer for Webwise**

**Oide Technology in Education**

**Notes for Applicants**

1. Completed application forms should be submitted as an e-mail attachment to recruitment.tie@oide.ie only by **18/09/24** for the attention of Michelle Herron (Senior Administrator)
2. Late or incomplete applications will not be accepted.
3. Receipt of completed application forms will be acknowledged.
4. Only information submitted on the application form provided will be considered. CVs will not be accepted.
5. If you have a disability that requires reasonable adjustments at the selection interview or needs to be taken into account when considering your application, please let us know.
6. Canvassing, either directly or indirectly, will disqualify.
7. Dublin West Education Centre is an equal opportunities employer.

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| **For Office Use Only** |  |
| **Date Received** |  |
| **Application Number** |  |

1. **Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | | |
| **Address** |  | | |
|  |  | | |
| **Telephone Numbers** |  |  | |
| **E-Mail** |  | | |
| **Driving Licence (please tick)** | **Full Licence** | | **Provisional Licence** |

1. **Current Employment Details**

|  |  |
| --- | --- |
| **Employer Name** |  |
| **Address** |  |
|  |  |
| **Telephone Number** |  |
| **Employment Status** |  |
| **Position** |  |
| **Number of years in this position** |  |
| **Commencement Date** |  |
| **Description of Main Responsibilities and Duties** |  |

**3(a) Qualifications– Including Third Level, Post-graduate and other**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year(s)** | **Title** | **Major Subject(s)** | **Awarding Body** | **Grade Obtained** | **NFQ Level** |
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**3(b) Ongoing Study – Please detail any education programmes in which you are currently engaged and the estimated date of completion**

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**4. Employment History**

**Briefly note your employment history before your current role, if applicable. *Note: please add more tables, as required.***

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| --- | --- |
| **Employer Name** |  |
| **Dates to/from** |  |
| **Position** |  |
| **Description of main duties and responsibilities** |  |

|  |  |
| --- | --- |
| **Employer Name** |  |
| **Dates to/from** |  |
| **Position** |  |
| **Description of main duties and responsibilities** |  |

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| **Employer Name** |  |
| **Dates to/from** |  |
| **Position** |  |
| **Description of main duties and responsibilities** |  |

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| --- | --- |
| **Employer Name** |  |
| **Dates to/from** |  |
| **Position** |  |
| **Description of main duties and responsibilities** |  |

**5. Competencies**

The following section asks you to provide an overview of how you meet the skills and experience required in relation to the criteria for this role in the Job Description. Candidates should refer to the Job Description and demonstrate their ability to meet these requirements.

Please refer to your experience and provide **one** brief example of how your skills/abilities/experience will be applied to the post of Project Officer for Webwise.

*Please respond to each section using no more than 150 words.*

**5(a) Project Management and Development:**

Describe a project you managed from inception to completion.

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**5(b) Content and Service Development:**

Can you provide an example of an online educational resource you developed? How did you ensure it met intended objectives?

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**5(c) Communication and Promotion:**

How have you promoted an initiative or project in the past? Discuss your approach to promotion and a successful campaign you coordinated

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**5(d) Reporting and Evaluation:**

Explain your experience with project assessment and evaluation. What methods do you use to collect and analyse data, and generate reports?

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**6. References – please provide details of two people from whom references may be obtained.**

**Contact Details – Referee 1**

|  |  |
| --- | --- |
| **Referee’s Name** |  |
| **Position** |  |
| **Address** |  |
|  |  |
|  |  |
| **Telephone Numbers** |  |
| **E-Mail** |  |

**Contact Details – Referee 2**

|  |  |
| --- | --- |
| **Referee’s Name** |  |
| **Position** |  |
| **Address** |  |
|  |  |
|  |  |
| **Telephone Numbers** |  |
| **E-Mail** |  |

***Oide Technology in Education will assume permission to contact referees unless the applicant has stated otherwise. Oide Technology in Education reserves the right to seek additional or alternative referees if deemed appropriate.***

***I hereby certify that all information provided on this application form is true and correct:***

***Signature of Applicant:*** ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Date:*** ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***