



**IRIS Administrator Booking Officer –
(Part-time, fixed term to 31st December 2023, with potential to extend subject to funding)**

It is expected, that all new entrants to SLIS will be appointed at point one of the salary scale. However, SLIS Service operates an incremental credit process for appointments higher than point one. This process is applicable to new entrants into SLIS. Incremental credit criteria, based on the competencies for the role, are assessed against employment history as laid out in the application form only. A request for incremental credit from a successful candidate must be made within the first 3 months of employment. The decision on whether or not to award an incremental credit is a decision made by the Board and is subject to the availability of funding.

PERSONAL DETAILS (use BLOCK LETTERS)	
Surname	First Name
Address for Correspondence	
Telephone (Home)	(Mobile) (Work)
email address (Home)	(Work)
Do you have access to the use of a car Yes / No	Does the driver have a full driving licence Yes / No

EDUCATIONAL QUALIFICATIONS		
Title of Award	University/College/School	Final Examination Subjects and Results

PROFESSIONAL MEMBERSHIPS / ASSOCIATIONS (if any)

COMMUNITY / VOLUNTARY EXPERIENCE (if any)

EMPLOYMENT HISTORY				
Employer	Date from	Date to	Position held / Main duties and responsibilities	Key achievements

INFORMATION TECHNOLOGY – please tick boxes below as appropriate				
	<i>No knowledge</i>	<i>Limited familiarity</i>	<i>Extensive use in work</i>	<i>Qualification Award</i>
Microsoft Word				
Microsoft Excel				
Microsoft Outlook				
Video conference software (e.g. Zoom)				
Database / Statistical Analysis software (please specify)				
Other (please specify)				

PLEASE ANSWER THE QUESTIONS BELOW BY ILLUSTRATION FROM YOUR PREVIOUS EXPERIENCE

Please indicate in your answers the **number of years** you have undertaken the following key competencies

<p>1 Outline your administrative and organisational skills, including any experience of maintaining records/files; producing reports; organising meetings and appointment schedules.</p>	
<p>2 Describe your knowledge and understanding of customer service using your experience to demonstrate this.</p>	
<p>3 Describe any experience you have of supporting services to be more accessible to clients or citizens.</p>	
<p>4 Outline your expertise and experience of ICT, in particular the Microsoft Office suite, video conferencing software (e.g. zoom) and any other software.</p>	
<p>5 Describe your ability to work as a team member and as an individual. Give examples of both from your experience.</p>	
<p>6 Outline your experience of time management and prioritisation of work.</p>	
<p>7 Set out here any further information that may help in assessing your application, including relevant experience of working with the Deaf community and competency of Irish Sign Language.</p>	

REFEREES

Name	Full postal address	Professional relationship to you (references from family/friends are not acceptable)	Contact details:
			Phone: Email:
			Phone: Email:

Do you require notification before your referees are contacted? Yes / No

APPLICATION DECLARATION

I declare to the best of my knowledge and belief, all particulars I have given are complete and true. I understand that any false declaration, misleading statement or significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to satisfactory references, medical examination, sight of educational awards relied upon in this application or at interview and successful completion of a probationary period.

Signed: _____

Date: _____

Completed application form along with a covering letter must be submitted by no later than 4pm on Monday 4th September 2023 to:
recruitment@slis.ie

or to: Sign Language Interpreting Service, Deaf Village Ireland, Ratoath Road, Cabra, Dublin 7,
for the attention of John Stewart john.stewart@slis.ie

Late or incomplete applications will not be accepted

Data Protection

All personal information provided on this application form will be stored securely and will be used only for the purposes of the recruitment process. Application forms will be retained for a period of one year, and in the case of a successful candidate, for the duration of employment and a minimum of one year thereafter. This information will not be disclosed to any external third party without your consent, except where necessary to comply with statutory requirements. Internally, the information may be made available to the relevant Line Manager, members of the Board of the Service and to the Shortlisting/Interviewing Panel. You may, at any time, make a request for access to the information held about you as outlined. Should you wish to make any changes, or erasures to any of the information stored about you, please contact the Service Manager.