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APPLICATION FORM

In the initial consideration of candidates, the information supplied by them plays a significant part in determining who should attend for interview. It assists to have the information in an orderly form and it ensures that the comparison is thorough and fair. **For this reason, only information submitted on the application form will be considered. CV's will not be accepted.** It is therefore in the candidate's interest to complete this application form clearly, in black ink or type written with understanding and accuracy.

Information given will be used only for the purposes of this application and will be treated in a confidential manner. The application form will be a part of the selection criteria. Illegible forms may be withdrawn.

Instructions:

1. The completed application form must be returned to arrive **no later than 3pm on Wednesday 21st May 2025**
   Application forms received by Ulster GAA after the deadline date and time will not be accepted.

   Interviews are scheduled to take place week of **26th May 2025.**

2. Completed applications must be returned to:
   The Monitoring Officer, Ulster GAA, 8-10 Market Street, Armagh, BT61 7BX or to humanresources.ulster@gaa.ie

2. Postal applications should be posted to arrive at the Ulster GAA Offices on or before the date shown above.

3. Please complete the form legibly **using black ink or in type.**

4. Whilst the essential criteria of the Person Specification will be the basis for short-listing, **elements of the desirable criteria may on occasion also be included.**

This application form has been devised to enable the short-listing process and relates directly to the criteria outlined in the person specification. Failure to provide sufficient information/detail in response to the direct questions could result in your application not being short-listed, due to a lack of information.

Position Applied for: Games Development Coordinator (Performance) , Cavan GAA

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SECTION 1 - PERSONAL DETAILS

Title:	Forename(s):	Surname(s):
Home Address: **Postcode:**		
Contact information		
Home No:		**Mobile No:**
Work No:		**Email Address:**

SECTION 2 – EMPLOYMENT HISTORY

Please give details of your employment history by listing all current and previous positions, including voluntary work, periods of self-employment and periods of unemployment **(starting with the most recent).**

Name and Address of Employer	Date of Employment (Month / Year)		Job Title / Role & Duties of Job
	From:	To	

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SECTION 2 – EMPLOYMENT HISTORY continued:

Name and Address of Employer	Dates of Employment (Month / Year)		Job Title / Role & Duties of Job
	From:	To:	

SECTION 3 – QUALIFICATIONS

Please detail below all of your qualifications **(starting with the most recent).**

Qualification e.g. BA(Hons) BSc / HND, GCSE etc.	**Subject Area (as described on Certificate)**	**Grade e.g. 2:1, A, B or C, Distinction, Pass**	**Level**	**Date Obtained DD/MM/YY**

Membership of Professional Associations:		
Professional Association	Status within	Current or lapsed

Professional Qualifications:		
Professional Qualification		Date Obtained

Coaching Qualifications:	
GAA Coaching Qualification:	Date of Award:

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NOTICE:
Offers of appointment are subject to: verification of qualifications; satisfactory references; criminal records check and any other criteria that Cavan GAA deems appropriate. When all checks have been satisfactorily completed the successful applicant will be asked to give notice to his/her employer.

Please state what notice is required by your present employer:

SECTION 4 – JOB REQUIREMENTS

The following section asks you to outline your qualifications and experience in relation to the essential and desirable criteria in the Person Specification.

Candidates should refer to the specific criteria in the Person Specification for the job for which they are applying and demonstrate their ability to meet the same.

QUALIFICATIONS AND EXPERIENCE (Essential)	
At least 2 years experience working in GAA or similar sporting organisation (Voluntary or Professional Capacity)	Yes: ☐ No: ☐
Foundation Level Football Award, or Introduction to Coaching Gaelic Games Coaching Qualification (Hurling/Football)	Yes: ☐ No: ☐ *Date Obtained (dd/mm/yyyy):*

RELEVANT EXPERIENCE / SKILLS / KNOWLEDGE (Essential Criteria)
*Please provide **evidence of how you meet** all the **essential** requirements for this post outlined in the job description essential criteria: **(please provide dates where applicable)***

OTHER REQUIREMENTS	
The role holder should have access to a form of transport that will enable them to fulfil their responsibilities in full.	Yes: ☐ No: ☐
Ability to work and attend evening and weekend meetings/activities in addition to normal day-to-day activities.	Yes: ☐ No: ☐

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DESIRABLE CRITERIA	
Third level sports science qualification;	Yes: ☐ No: ☐ *Date Obtained (dd/mm/yyyy):*
GAA Tutor/Coach Developer qualification;	Yes: ☐ No: ☐ *Date Obtained (dd/mm/yyyy):*
If yes, please outline your experience and include dates *(mm/yyyy):*	

SECTION 5 - REFERENCES

Please give the names, positions, full postal addresses and contact details (including email addresses) for two people from whom Cavan GAA may obtain further information in relation to your application. Your referees will be contacted by e-mail therefore failure to provide an e-mail will result in delay of your application form being processed.

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REFERENCES WILL ONLY BE REQUESTED UPON OFFER OF EMPLOYMENT

One must be your current or most recent employer/line manager.

NAME		ADDRESS/EMAIL	OCCUPATION
1			
2			

ARRANGEMENTS FOR INTERVIEW

Do you require any reasonable adjustments to be made in respect of the arrangements for the recruitment process (for example, to attend interview or assessment)?

Yes/No (*delete as applicable)* - If 'Yes' please indicate the arrangements which would be necessary.

SECTION 6 – CRIMINAL OFFENCES

- You are applying for a role which falls within the definition of an "excepted" position as provided by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979: therefore, ALL convictions including SPENT convictions that are not protected by the 2014 amendments must be disclosed. If you leave anything out it may affect your application.
- The disclosure of a criminal record or other information will not debar you from appointment unless Ulster GAA considers that the conviction renders you unsuitable. In making this decision the Ulster GAA will consider the nature of the offence, how long ago it was committed and what age you were at the time and other factors which may be relevant.
- Please note you are advised that under the provisions of the Rehabilitation of Offenders (Exceptions) Order (N.I.) 1979 as amended by the Rehabilitation of Offenders (Exceptions) (Amendment) Order (NI) 1987 you should declare all convictions including 'spent' convictions. A copy of Ulster GAA's Recruitment of Ex-Offenders Policy is available upon request.
- If you are currently facing prosecution for a criminal offence you should also bring this to our attention given the "excepted" nature of the role.
- I understand that if appointed that I must also complete an AccessNI Disclosure Certificate Application Form and that this check must be carried out before appointment can be confirmed. I declare that the information I have given is accurate.

Do you have any convictions/cautions that are not "protected" as defined by the Rehabilitation of Offenders Northern Ireland Order 2014 or have any cases pending?	**Yes:** ☐ **No:** ☐
If yes, please give details including the nature of the offence and penalty (if any) ...	
The position you are applying for requires you to be engaged in regulated activity* **(Refer to Guidance Notes)** as defined by the Safeguarding Vulnerable Groups Order (NI) 2007. Is there any reason you are aware of that would prevent you from working with children or vulnerable groups?	**Yes:** ☐ **No:** ☐

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SECTION 7 – DECLARATION & SIGNATURE

I hereby certify and declare that:

(a) All the information that I have provided on this application has been honestly and accurately articulated to the best of my knowledge and belief.

(b) I have not canvassed any member or employee of the Cavan GAA or sought for or consented to any manner of canvassing to be undertaken on my behalf and that, from the date hereof, I will not undertake seek or consent to any such canvassing.

Signature of Applicant:	**Dated:**

Please ensure that you have provided all the information for which you have been asked. A candidate found to have given false information or to have willfully suppressed any material fact will be liable to disqualification or, if appointed, to dismissal.

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DATA PROTECTION NOTIFICATION

The following Privacy Information is being provided to you as outlined in the General Data Protection Regulation. It is intended to inform you of how the Personal Information provided on this form will be used, by whom and for what purposes. If you are unclear on any aspect of this form, or want any further information, please contact the GAA's Data Protection Officer (003531 8658600 or dataprotection@gaa.ie).

Who is the data controller?
Ulster GAA is the data controller for the personal data included on this form.

Who is the Data Protection Officer for the GAA?
Details of the GAA's Data Protection Officer are available on the GAA's website gaa.ie/dataprotection. You can contact our Data Protection Officer by emailing dataprotection@gaa.ie or by calling 01 8658600, if you have any questions or wish to make any request in relation to your personal data.

What is the purpose of processing my Personal Data?
The purpose for processing your Personal Data is that it is necessary to enter into an employment contract for successful applicant(s).

Where is your Personal Data stored?
Your data will be stored at Ulster GAA, Ceannarás Uladh, 8-10 Market Street, Armagh, BT61 7BX.

How long will your Personal Data be stored for?
Your Personal Data will be stored for 12 months in cases of unsuccessful applicants, and for the duration of your employment contract in cases of successful applicants.

How can I obtain a copy of the Personal Data held by Ulster GAA?
You have the right to request a copy of all of your Personal Data and can do so by contacting us at dataprotection@gaa.ie or by writing to GAA Data Protection Officer, Croke Park, Jones' Road, Drumcondra, Dublin 3, or Ulster GAA, Ceannarás Uladh, 8-10 Market Street, Armagh, BT61 7BX. This information will be provided to you within one month.

What are my privacy rights relating to my Personal Data?
You have the right to have your Personal Data updated, rectified, or deleted if you so wish. You have the right to object to your Personal Data being processed and to withdraw your consent to processing - You can do so by contacting us.

Where can I get further information?
Further information regarding your rights can be obtained through the **Office of the Data Protection Commissioner, Canal House, Station Road, Portarlington, Co. Laois**, or on the website www.dataprotection.ie

How do I make a complaint or report a breach?
Should you wish to make a **complaint or report a breach** under in relation to your Personal Data, you can do so by emailing the Office of the Data Protection Commissioner using the following email address: info@dataprotection.ie