



**APPLICATION FORM: Women's National Team Manager**  
ref: WNTM/19/01

**IRISH FOOTBALL ASSOCIATION**  
Donegall Avenue, Belfast BT12 6LU  
Tel: +44(0)28 9066 9458    [www.irishfa.com](http://www.irishfa.com)

<b>For Irish FA use only</b>	<b>Date received:</b>	<b>Applicant No: WNTM/19/01/</b>
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**Section 1: Instructions for completing Application Form:**

- i. This form has 10 pages. The completed signed application form must be returned to the Irish Football Association so as to arrive **not later than 12:00 (noon) on 26 April 2019**.
- ii. Email returns will be accepted but you will be required to sign a copy if you are invited to attend an interview. **Application forms received by the Association after the deadline date and time will not be accepted.**
- iii. Address your application to:

The Monitoring Officer  
Irish Football Association  
National Football Stadium  
Donegall Avenue  
Belfast  
BT12 5LU

or email to [recruitment@IrishFA.com](mailto:recruitment@IrishFA.com).

- iv. Please complete the form **legibly** using black ink or in type.
- v. Whilst the essential criteria of the personnel specification will be the basis for short-listing, elements of desirable criteria may be included.
- vi. Forms that are ineligible will not be included in the selection process
- vii. **Please note it is essential that applicants clearly demonstrate how they meet each criterion throughout the application form – It is not acceptable to simply restate the criteria.**

**Section 2: Irish FA commitments on Equality of Opportunity and Data Protection**

2.1 Equality of Opportunity: The Irish FA is an Equal Opportunities Employer. It is the Irish FA’s intention to ensure equal opportunity for all job applicants and employees and to eradicate direct or indirect discrimination so that no person shall receive less favourable treatment on the grounds of: sex; marital status; religious belief; political opinion; disability; ethnic origins; sexual orientation; age or Trade Union membership. No person shall be disadvantaged by any conditions or requirements which are neither justified nor required for the job. All recruitment, promotion and training opportunities will be based on merit as measured by qualifications, experience, ability, personal attributes and job performance. The Irish FA will also apply equal opportunity principles to all personnel matters such as pay, staff reporting, redundancy, disciplinary and grievance procedures.

2.2 Data Protection: The personal information you provide to us will be processed for statutory reporting purposes, for legitimate purposes relating to your application assessment, and for contacting you. Your personal details may be held both within our systems and as a paper file, and accessed only by our staff and appointed auditors. General Data Protection Regulation 2018 gives you a right to access your data held by the Irish FA. For any queries relating to your personal information being processed, or to exercise your data protection rights please contact us via email [info@irishfa.com](mailto:info@irishfa.com).

I consent to the Association using my information for the purpose detailed in the above clause

**Section 3: Applicant declaration**

3.1 I confirm that the following information is correct. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal.

**Signature:** \_\_\_\_\_

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

**Section 4: Personal information**

Title: \_\_\_\_\_ Surname: \_\_\_\_\_

Forename(s) (in full): \_\_\_\_\_

Home Address (in full): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone No.s: (H) \_\_\_\_\_ (B) \_\_\_\_\_ (M) \_\_\_\_\_

Email Address: \_\_\_\_\_

Address for correspondence if different from home address:

\_\_\_\_\_

Postcode: \_\_\_\_\_

National Insurance No: \_\_\_\_\_

Do you hold a current driving licence? Yes  No

Does your licence have any current endorsements? Yes  No

If yes, please give details: \_\_\_\_\_

\_\_\_\_\_

Do you have access to a car for work purposes? Yes  No

Are there any restrictions on your ability to work or travel within the UK or Europe? If yes, please give details:

Yes  No

\_\_\_\_\_

Are you willing to travel to meet the needs of this post? Yes  No

Are you fully flexible with regard to working varied/unsociable hours, including travel and periods away from home? Yes  No

<b>Section 5: Qualifications</b>		
<b>Level (e.g. GCSE, A-level, degree etc).</b>	<b>Subject / Name of course</b>	<b>Grade attained / Result</b>

<b>SECTION 6: Membership of professional bodies</b>	
<b>Name of Professional Body</b>	<b>Level of Membership</b>

**Section 7 (a): Employment history – current position**

**Name and Address of Current Employer**

**Job title**

**Date Appointed**

**Current Salary**

**Period of Notice Required**

**Brief Outline of Duties** (please continue on separate page if necessary)

**Section 7 (b): Employment history prior to current position**

Please list starting with the most recent, all the positions you have held, including any relevant voluntary positions.

<b>Employer name &amp; address</b>	<b>Dates</b>	<b>Job title &amp; main duties</b>	<b>Salary &amp; reason for leaving</b>

**Section 8: Evidence of how you meet the criteria for the role**

The following sections ask you to outline your experience and skills in relation to the essential and desirable criteria specified for the post. **It is not acceptable for the applicant to simply restate the criteria. Applicants must clearly demonstrate, using examples and dates where appropriate, their experience, skills and knowledge.** Continue on separate sheets, if necessary. However please limit additional pages to a maximum of two sides of an A4 page.

**Essential Criteria: 8.1 to 8.6      Desirable Criteria: 8.7 to 8.9**

**8.1 Proven coaching experience at senior level.**

**8.2 A sound understanding of best practice in the identification and development of international talent.**

**Section 8: Evidence of how you meet the criteria for the role**

The following sections ask you to outline your experience and skills in relation to the essential and desirable criteria specified for the post. **It is not acceptable for the applicant to simply restate the criteria. Applicants must clearly demonstrate, using examples and dates where appropriate, their experience, skills and knowledge.** Continue on separate sheets, if necessary. However please limit additional pages to a maximum of two sides of an A4 page.

**Essential Criteria: 8.1 to 8.6      Desirable Criteria: 8.7 to 8.9**

**8.3      A dynamic coach and strong motivator with the ability to build a strong, robust squad.**

**8.4      Able to communicate and present effectively, both verbally and in writing, with the ability to relate and influence a diverse range of people at different levels and ages.**



**Section 8: Evidence of how you meet the criteria for the role**

The following sections ask you to outline your experience and skills in relation to the essential and desirable criteria specified for the post. **It is not acceptable for the applicant to simply restate the criteria. Applicants must clearly demonstrate, using examples and dates where appropriate, their experience, skills and knowledge.** Continue on separate sheets, if necessary. However please limit additional pages to a maximum of two sides of an A4 page.

**Essential Criteria: 8.1 to 8.6      Desirable Criteria: 8.7 to 8.9**

**8.5      Excellent organisational and time management skills, with the ability to work under pressure and balance conflicting demands.**

**8.6      Willing to work irregular hours and travel extensively.**

**Section 8: Evidence of how you meet the criteria for the role**

The following sections ask you to outline your experience and skills in relation to the essential and desirable criteria specified for the post. **It is not acceptable for the applicant to simply restate the criteria. Applicants must clearly demonstrate, using examples and dates where appropriate, their experience, skills and knowledge.** Continue on separate sheets, if necessary. However please limit additional pages to a maximum of two sides of an A4 page.

**Essential Criteria: 8.1 to 8.6      Desirable Criteria: 8.7 to 8.9**

**8.7      Previous international coaching and/or playing experience.**

**8.8      Demonstrable ability/experience of having developed and implemented a footballing methodology in a full-time football context.**

**Section 8: Evidence of how you meet the criteria for the role**

The following sections ask you to outline your experience and skills in relation to the essential and desirable criteria specified for the post. **It is not acceptable for the applicant to simply restate the criteria. Applicants must clearly demonstrate, using examples and dates where appropriate, their experience, skills and knowledge.** Continue on separate sheets, if necessary. However please limit additional pages to a maximum of two sides of an A4 page.

**Essential Criteria: 8.1 to 8.6      Desirable Criteria: 8.7 to 8.9**

**8.9    A consultative style and thoughtful decision maker, with good mediation skills to balance the tensions that may occur between clubs, players and coaching staff.**

**Section 9: Arrangements for Interview and Practical Assessment**

**Please indicate any dates/time when you may be unavailable for interview/assessment. Please note that it is not always possible to accommodate individual schedules.**

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 10: Conviction disclosure**

Have you ever been convicted of any offence by any court? **Yes / No** (*delete as applicable*)

If so please give details (you do not have to disclose this information if the offence is considered spent under the Rehabilitation of Offenders Order).

**Section 11: Referees** - at least one of whom should have knowledge of your current work and be in a supervisory/managerial capacity) – References will only be requested upon offer of employment

	Name	Address/email	Occupation
1			
2			

**IRISH FOOTBALL ASSOCIATION  
FAIR EMPLOYMENT MONITORING QUESTIONNAIRE**

**Ref No: WNTM/19/01 -**

**Private & Confidential**

The Irish Football Association is an Equal Opportunities Employer. We do not discriminate against our job applicants or employees and we aim to select the best person for the job.

We monitor the community background and sex of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the *Fair Employment & Treatment (NI) Order 1998*.

You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer these questions. Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

**Community Background:**

Regardless of whether they actually practice a religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

**Please indicate the community to which you belong by ticking the appropriate box below:**

I am a member of the Protestant community:

I am a member of the Roman Catholic community:

I am not a member of either the Protestant or the Roman Catholic communities:

*If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.*

**Sex: Please indicate your sex by ticking the appropriate box below:**

Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
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**Note: If you answer this questionnaire you are obliged to do so truthfully as it is a criminal offence under the *Fair Employment (Monitoring) Regulations (NI) 1999* to knowingly give false answers to these questions.**