

**Please complete ALL Parts of the form and return to**

[**geraldine@youthworkirelandmeath.ie**](about:blank)

**or**

**Youth Work Ireland Meath**

**St Mary’s Church Grounds**

**Trimgate Street**

**Navan**

**Co Meath**

**GUIDELINES FOR APPLICANTS:**

1. Please read these notes carefully before completing the application form.

2. You should have a job description with this application form. The job description describes the objectives and duties of the job for which you are applying. You should check that you feel able to undertake the duties of the job before applying.

3. It is very important that you fill this in as fully and completely as possible, giving concrete evidence of skills and experience where possible.

4. Additional information may be given on a separate sheet, where necessary. *(Maximum of 2 A4 pages will be accepted)*

5. It is preferable that application forms are typed or please use black ink.

6. Please complete each section.

7. CVs must accompany all applications.

8. If you are shortlisted for interview and have special needs, please let us know when you receive details of your interview date and time.

9. This organisation is committed to equal opportunities and as such we have a duty to ensure that all recruitment decisions are based on criteria relevant to the job.

10. Successful applicants will be screened through An Garda Siochána Vetting processes and are subject to reference checks per Child & Safeguarding Protection Guidelines.

|  |  |
| --- | --- |
| **Personal Information:** | |
| Surname: | Forename: |
| Home Address: | |
| Email Address: | Contact Number:  1.  2. |
| Is there any legal restriction on your right to work in this country?  **If yes, please give details.** | |
| Do you hold a current full driving licence? | |

**Education & Training Information:**

*Please give particulars under the following headings. If necessary, continue on a separate sheet using the format below.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Education Institution/Professional Body** | **Year** | **Full-time or Part-time** | **Qualification (Diploma or Degree)** |
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**Employment Record:**

*Please give details of your complete work history beginning with your present or last employment. If necessary, continue on a separate sheet using the format below.*

|  |  |
| --- | --- |
| **Dates of employment** | **From: To:** |
| **Employer’s name, address & nature of business** |  |
| **Job title and description of main duties** | |
| **Full time or part time** |  |
| **Reason for leaving** |  |

|  |  |
| --- | --- |
| **Dates of employment** | **From: To:** |
| **Employer’s name, address & nature of business** |  |
| **Job title and description of main duties** | |
| **Full time or part time** |  |
| **Reason for leaving** |  |

|  |  |
| --- | --- |
| **Dates of employment** | **From: To:** |
| **Employer’s name, address & nature of business** |  |
| **Job title and description of main duties** | |
| **Full time or part time** |  |
| **Reason for leaving** |  |

**Recent Training:**

|  |
| --- |
| *Please describe any recent work related training you attended and what you gained from it. How has it benefitted your work?* |

**Skills, competencies & Attributes:**

***Please give one specific example as evidence of the responsibilities and experiences you have had, in relation to those outlined in the job description, under each of the headings listed below. 200 words max per example.***

* Please ensure that you have read the job description carefully before completing this section
* For each of your examples, please use the **STAR** approach

**STAR**: the **S**ituation you found yourself in; the **T**ask you were undertaking; the **A**ction – what you actually did, how you demonstrated the skill/quality; the **R**esult or the outcome.

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| --- |
| **Specialist Knowledge, Expertise & Self Development** |

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| --- |
| **Interpersonal & Communication** |

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| --- |
| **Programmed development and delivery** |

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| --- |
| **Administrative & Technical Skills** |

|  |
| --- |
| **Delivery of results** |

|  |
| --- |
| **Teamwork** |

|  |
| --- |
| **Drive and commitment** |

**Interests & Voluntary Activities:**

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| --- |
| Please give brief details of interests, hobbies, sports and any voluntary work undertaken |

**Disclosure of Convictions:**

|  |  |
| --- | --- |
| Has any action been taken against you or have you been the subject of an investigation in regard to a child/children under the age of 18 years? |  |
| Are you at present the subject of criminal charges or investigation? |  |
| Is there anything in your background that would render you unsuitable to work with children or young people? |  |
| If the answer is ‘Yes’ to any of the above questions, please give details. *All information will be handled with the highest level of confidentiality.* | |

**References:**

|  |  |
| --- | --- |
| Name, address, contact number, email of your **current employer**, or if unemployed, those of your last employer.  If you have been in your present employment for less than 2 years, please include your previous employer as an additional referee below. |  |
| Can we, with discretion, contact your employer for a reference for you without further permission? | |

|  |  |  |
| --- | --- | --- |
| Please give the names and addresses of two people (*preferably previous employers*) who we may contact without further permission for a confidential assessment of your suitability for this job. If this is a first job application, some other appropriate person unrelated to you, e.g. your principal or college tutor. You should not give your own doctor as a referee. | | |
|  | 1st Referee | 2nd Referee |
| Name |  |  |
| Address |  |  |
| Contact number |  |  |
| Email |  |  |
| Occupation |  |  |
| How long acquainted with you? |  |  |
| In what connection? |  |  |

**Conditions of Employment:**

All offers of employment are conditional on satisfactory reference and Garda Vetting

**Declaration:**

I hereby declare that the above statements are true to the best of my knowledge. I understand that any deliberate misstatement may render me liable to dismissal, if employed. I further declare there is no known reason or event that would render me unsuitable for the post or to work in a youth work organisation.

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