

**Application for Employment**

Please type the application. Incomplete/illegible applications will not be accepted.

Candidates will be short listed for interview on the basis of information supplied on their applications. This application form, when completed, should be returned to:

sineadn@limerickyouthservice.org

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| **Personal Information** |
| Name in Full: |
| Address: |
| Phone: |
| Email Address: |
| **Employment Information** |
| Position Applied for: |  |
| Notice Period: |  |
| Have you previously applied to or been employed by this organisation? | Yes  | No |
| If yes, please give details. |  |
| Do you hold a current full driving licence  |  |

Please start with your most recent employment history. Include any period of unemployment. No period should be left unaccounted. (Where citing voluntary experience, you must provide evidence of number of days/hours etc. worked over what period of time). If necessary, continue on a separate sheet.

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| **Employment Information (including any voluntary experience)** |

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| **Dates** | **Employers Name & Address** | **Position Held and Brief List of Duties and Responsibilities** | **Reason for Leaving/Salary** |
| **From** | **To** |
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| **Education Record** |
| **Second Level:**  |

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| **Dates** |  **School/ College**  **Attended** | **Examinations Taken** | **Year** | **Results/Grades Obtained** |
| **From** | **To** |
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| **Third Level:** |

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| **Dates** | **School, College, University** | **Course Name /Awarding Body**  | **Year** **Obtained.** | **Results/Grades Obtained/Other Distinctions** |
| **From** | **To** |
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| **Professional / Occupational Training/ Courses Attended** (Most recent training first) |

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| **Dates** | **College, Institute, or Employer** | **Name of Training Course completed**  | **Year of Award** | **Qualifications Obtained/Awarding Body** |
| **From** | **To** |
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| **Work Experience**(Describe your experience of the following in the course of your work to date) |
| **Working with Young People in non-formal settings** (including vulnerable children) |
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| **Planning & Organisational Skills**  |
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| **Communication & Interpersonal skills** e.g., facilitation skills, collaborative work etc.Describe your ability to liaise with a range of contacts and build relationships |
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| **Outline your experience in the area of administration in particular** (IT Skills & packages, preparingreports, record keeping, etc.  |
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|  **Please comment on any particular programmes/initiatives/interventions you have developed or were part of that were successful**  |
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| **Any Other Information That May Help in Assessing Your Application:** e.g. working with people from different cultural backgrounds, migrants etc. experience, knowledge of Meitheal |
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| **Work References**(Please give names and addresses of two persons, that we may contact other than persons related to you, who can give a reference for previous employment) |
| **Name:** |  **Name:** |
| **Address:** | **Address:** |
| **Phone:** | **Phone:** |
| **Email:**  | **Email:**  |
| **Occupation:**  | **Occupation:** |

**Closing date for receipt of applications** **is Friday 15th March 2024 by 5pm**

Applications received after this date will only be accepted on the basis of a Certificate of posting showing that the application was posted in time before the closing date.

**Data Protection Clause:**

All personal information provided on this application form will be stored securely by the organisation and will be used for the purposes of the recruitment process. Application forms will be retained for a minimum of 12 months in the case of unsuccessful applicants and in the case of a successful candidate for the duration of their employment and for a minimum of two years thereafter. This information will not be disclosed to any third party without your consent except where necessary to comply with statutory requirements. Internally your information will be kept confidential and only made available as necessary. You may at any time make a request for access to the personal information held about you. Should you wish to make any changes in relation to the information stored about you, please contact the HR Department.

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| **Declaration:** |

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| I hereby certify that all statements given by me on this application are true and correct without omission and that any mis-statements given may disqualify my application or in the event of my obtaining employment may result in disciplinary action up to and including dismissal. I also fully recognise that canvassing will disqualify my application. |

Are there any current/ previous personal, employment or background reasons that may be recognised now or at a later stage as deeming you unsuitable to work with children and/or young people? If yes please state your reason(s) below.

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



**IS AN EQUAL OPPORTUNITIES EMPLOYER**