



Application for Employment

Please complete this form for all vacancies at Limerick Youth Service.

Please type: **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

Position applied for: _____

Name in Full: _____

Address: _____

Telephone Home: _____ **Mobile:** _____

Email address: _____

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? Y N

Employment History:
 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.

Dates		Employers Name & Address	Position Held and Brief List of Duties and Responsibilities	Reason for Leaving/Salary
From	To			

Education Record

Second Level (Most recent education first)

Dates		School/ College Attended	Examinations Taken	Year	Results/Grades Obtained
From	To				

Third Level:

Dates		School, College University	or	Examinations Taken	Year Degree/ Qualification Obtained.	Results/Grades Obtained/Other Distinctions
From	To					

Professional / Occupational Training/ Courses Attended

(Most recent training first)

Dates		College, Institute or Employer	Type of Training e.g. Full time, part time, distance learning	Qualifications obtained	Year of Award
From	To				

Describe the skills & experience you possess in the following areas that would enable you to fulfil the role as described in the job description

Supervising & Working with Young People in an Educational/Training Environment:
Module Experience (preparation, delivery & assessment)
Planning & Organising

Ability to engage effectively with Learners & Parents in both formal & non-formal environments

Team & Collaborative Working

Special Interests/Achievements: e.g .any certificates/successes outside of work

Work References: (Please give names and addresses of two persons, other than persons related to you, who can give a reference for previous employment.)

(a)Name:	_____	(b) Name:	_____
Occupation:	_____	Occupation:	_____
Tel No.:	_____	Tel No.:	_____
Address:	_____	Address:	_____
	_____		_____
Email	_____	Email:	_____

Closing date for receipt of applications is Friday 18th September 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.

Declaration:

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 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.

Signed: _____

Date: _____

limerick youth service



IS AN EQUAL OPPORTUNITIES EMPLOYER