

CONFIDENTIAL

**Application Form
A1**

Reference Number

APPLICATION FOR POST OF: Part-time Project Worker (21 hours) Fixed Term

PERSONAL DETAILS

Name:

Address:

Telephone Contact Number(s):

E-mail:

Fax:

REFERENCES

Give details of two referees, including your current or most recent work placement, who would support your application.

In the event of a job offer, would you be willing to give **Páirc School Completion Programme** your permission to contact the two referees for a reference?

☐ Yes ☐ No

1. Current or most recent employment (Supervisor or Line Manager)

Name:

Address:

Telephone No:

2. Second Reference

Name:

Address:

Telephone No:

VETTING DECLARATION:

If this section is not completed, your application will not be considered for processing.

Have you been investigated by the Gardaí, HSE, or your employer in relation to substantiated complaints made concerning your treatment of children?

YES

☐

NO

☐

Were you the subject of any allegation of criminal conduct or wrongdoing towards a minor?

YES

☐

NO

☐

Are you aware of any material circumstance in respect of your own conduct which touched/ touches on the welfare of a minor?

YES

☐

NO

☐

Please submit evidence of your most recent Garda Vetting details.

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A2
Reference Number

APPLICATION FOR POST OF	Part-time Project Worker (21 hours) Fixed Term
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EDUCATIONAL DETAILS Starting with the most recent, list all Certificates, Diplomas and/or Degrees and specify dates of attainment	
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COURSE TITLE & AWARDDING BODY	YEAR COMPLETED

Starting with the most recent, list other non-accredited and/or relevant courses and specify dates of attainment	
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COURSE TITLE & TRAINING ORGANISATION	YEAR COMPLETED

WORK EXPERIENCE Starting with the most recent, give details of your work experience – include paid and voluntary and unpaid work you feel may be relevant to this post

Give Details of Current (or Last) Work

Name of Company/Organisation:

Indicate the Sector: Community and Voluntary <input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/>
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Date of commencement:	Date of termination:
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Outline reason(s) for leaving (if applicable):
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Position of responsibility held:

Outline reason(s) for leaving (if applicable):
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Specify the type of work:

Paid <input type="checkbox"/> Voluntary <input type="checkbox"/> Hours per Week:
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Outline main tasks of the post:

1	2
3	4
5	6

Give Details of Previous Work and Indicate Type of Organisation:

Name of Company/Organisation:

Indicate the Sector: Community and Voluntary <input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/>
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Date of commencement:	Date of termination:
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Outline reason(s) for leaving (if applicable):
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Position of responsibility held:

Outline reason(s) for leaving (if applicable):	
Specify the type of work: Paid <input type="checkbox"/> Voluntary <input type="checkbox"/> Hours per Week:	
Outline main tasks of the post:	
1	2
3	4
5	6

Give Details of Previous Work and Indicate Type of Organisation:	
Name of Company/Organisation:	
Indicate the Sector: Community and Voluntary <input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/>	
Date of commencement:	Date of termination:
Outline reason(s) for leaving (if applicable):	
Position of responsibility held:	
Outline reason(s) for leaving (if applicable):	
Specify the type of work: Paid <input type="checkbox"/> Voluntary <input type="checkbox"/> Hours per Week:	
Outline main tasks of the post:	
1	2
3	4
5	6

Give Details of Previous Work and Indicate Type of Organisation:	
Name of Company/Organisation:	
Indicate the Sector: Community and Voluntary <input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/>	
Date of commencement:	Date of termination:
Outline reason(s) for leaving (if applicable):	
Position of responsibility held:	
Outline reason(s) for leaving (if applicable):	
Specify the type of work: Paid <input type="checkbox"/> Voluntary <input type="checkbox"/> Hours per Week:	
Outline main tasks of the post:	
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3	4
5	6

Give Details of Previous Work and Indicate Type of Organisation:	
Name of Company/Organisation:	
Indicate the Sector: Community and Voluntary <input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/>	
Date of commencement:	Date of termination:
Outline reason(s) for leaving (if applicable):	
Position of responsibility held:	
Outline reason(s) for leaving (if applicable):	

Specify the type of work: Paid <input type="checkbox"/> Voluntary <input type="checkbox"/> Hours per Week:	
Outline main tasks of the post:	
1	2
3	4
5	6

SUITABILITY FOR THE POST:
Under the headings detailed hereafter please outline your experience, skills and abilities in relation to the post of Project Worker. In your answer please outline the length of time you were engaged in the relevant activity. Continue on a separate sheet if necessary.

Experience of working with children and young people in a supportive environment.

Proven ability to work effectively with a range of relevant agencies at local level in the voluntary and statutory sector.

Outline experiences of working on own initiative and as part of a team.

Demonstrative communication, facilitation and interpersonal skills.

Experience at identification of needs and outcomes focused interventions.

Experience and skills in writing effective reports.

Experience and skills in managing a busy work load

Experience of planning, developing, delivering and evaluating programmes aimed at children and youths.

SUITABILITY FOR THE POST:

Please detail the qualities you have that make you a good candidate for this post.

Why are you applying for the position at this time?

If appointed, when could you commence employment with the Project?

Have you a full clean driving licence and a car for work?

☐ Yes ☐ No

DECLARATION

I certify that the information given in this application is accurate and complete to the best of my knowledge.

Signed: _____

Date: _____

Please note that the signing of this application form (forms A1 and A2) indicates that you have read the job description and any other information issued by the Company and that you can comply with the requirements of the post. Any false statements may result in the application being declared invalid.

Application forms (3 copies) to be sent **by post only** by 3pm on 6th August 2019:

Chairperson
Páirc SCP
Ardscoil Mhuire,
Corbally,
Limerick.