Employment Information



Application CTC Instructor

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:

Email: sineadn@limerickyouthservice.org

Personal Information		
Name :		
Address:		
Phone:		
Email Address:		
Employment Information		
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. 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:

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

Third Level:

Dates					
From	**To**	**School, College, University**	**Course Name /Awarding Body**	**Year Obtained.**	**Results/Grades Obtained/Other Distinctions**

Professional / Occupational Training/ Courses Attended (Most recent training first)

Dates					

From	To	College, Institute, or Employer	Name of Training Course completed	Year of Award	Qualifications Obtained/Awarding Body

Work Experience

(Describe your experience and expertise of the following in the course of your work to date)

Supervising & Mentoring 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: Please provide an example of your ability to work with and engage effectively in a multi-disciplinary team environment.
Administrative Experience
Any Other Information That May Help in Assessing Your Application: e.g. any other attributes you may have for this position or any other particulars you wish to include relating to occupation
Closing date for receipt of applications is Friday 20th November 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 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.

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:

Signed: _____ **Date:** _____

limerick youth service