** Youth Work Ireland North Connaught**

 **(YWINC)**

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| **PERSONAL DETAILS** |
| Surname: | First Name: |
| Address for Correspondence: | Home Address (if different) |
| Email Address: | Mobile Telephone Number:Home Telephone Number: |
| Do you have a current full driving licence? Yes ⬜ No ⬜ | Details of any endorsement(s): |

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| **GENERAL INFORMATION** |
| Position Applied for: | Job Location: |
| Have you ever applied to/worked with or volunteered with YWINC before?  Yes ⬜ No ⬜ | If your answer is Yes, outline previous positions and locations you applied for/worked in or volunteered for in YWINC: |
| Current Occupation (if applicable): | If currently employed – how much notice must you give? |

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| **EDUCATION DETAILS** |
| Names & addresses of schools, colleges or universities attended | Dates Attended | Qualifications obtained(please state type of qualification, subjects studied & grade achieved) | Awarding Body\* | Date(s) Awarded |
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\*Use appropriate initials e.g. NCEA, NUI etc. (Please use additional sheets if necessary)

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| **Computer Competence** |
| Software Package | No Knowledge | Limited Familiarity | Extensive Use in Work Situation | Qualification (if held) & Title of Award |
| Microsoft Word | □ | □ | □ |  |
| Microsoft Excel | □ | □ | □ |  |
| Microsoft Access | □ | □ | □ |  |
| Microsoft PowerPoint | □ | □ | □ |  |
| Other (specify) |  |  |

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| **ADDITIONAL TRAINING & DEVELOPMENT****(relevant to the post)** |
| **Title of the Course** **Attended** | **Name of College/****Training Centre****Attended** | **Content/Details of Course** | **Dates****Attended** | **Qualification/****Title of Award****attained** |
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| **VOLUNTEERING HISTORY** |
| **Hours per week** | **Organisation’s name, nature of business & location** | **Brief description of your role and responsibilities** | **Inclusive dates** **(from-to)** | **Reason for ceasing volunteering** |
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| **EMPLOYMENT HISTORY****(List the most recent employment first)** |
| 1. **Previous Employer**

Company Name, Address & Tel. No. | **Nature of Business** |
| **Job title held:****Key Responsibilities:** |
| **Dates Employed:****From: To:** | **Length of Service:****………….years ……………….months** |
| **Reason for Leaving:** |

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| 1. **Previous Employer**

Company Name, Address & Tel. No. | **Nature of Business** |
| **Job title held:****Key Responsibilities:** |
| **Dates Employed:****From: To:** | **Length of Service:****………….years ……………….months** |
| **Reason for Leaving:** |

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| **EMPLOYMENT HISTORY continued****(List the most recent employment first)** |
| 1. **Previous Employer**

Company Name, Address & Tel. No. | **Nature of Business** |
| **Job title held:****Key Responsibilities:** |
| **Dates Employed:****From: To:** | **Length of Service:****………….years ……………….months** |
| **Reason for Leaving:** |

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| 1. **Previous Employer**

Company Name, Address & Tel. No. | **Nature of Business** |
| **Job title held:****Key Responsibilities:** |
| **Dates Employed:****From: To:** | **Length of Service:****………….years ……………….months** |
| **Reason for Leaving:** |

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| **Additional information regarding your Application** |
| **Please say why you are applying for this position and what qualities you consider you will bring to this position. Indicate how you have pursued your interest in this area of work.** |
| **Give examples of work, academic and non-academic (activities, clubs, societies, voluntary work) where you have been a member of a team. Describe in more detail a recent activity where you were particularly pleased with your achievements.** |
| **Do you have any relevant areas of particular interest which you wish to discuss at interview or any further information you wish to supply in support of your application?** |

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| **LEISURE ACTIVITIES** |
| **Please give details of your hobbies and interests.** |

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| **REFERENCES** |
| **Please list name, address, telephone number and email address of two referees:** |
| **Referee No. 1** | **Referee No. 2** |
| **Name** |  | **Name** |  |
| **Address** |  | **Address** |  |
| **Tel. No.** |  | **Tel. No.** |  |
| **Email address** |  | **Email Address** |  |
| **Please indicate if we have your permission to contact these referees without further notice.****Yes ⬜ No ⬜** |

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| **CONDITIONS** |
| **If you are successful in your application and are offered a position with YWINC the offer may be conditional upon you:-**1. Successfully completing Garda Vetting clearance
2. Producing evidence to show that you are entitled to live and work in Ireland
3. Completion of two successful reference checks
4. You may be required to own or have the use of a car

**Please note – Canvassing will result in immediate disqualification.** |
| **DECLARATION** |
| “I have reviewed the above information supplied to YWINC and hereby certify that, to the best of my knowledge and belief, such information is true and complete and is not misleading in any material respect. I understand that any falsification, omission or misrepresentation on my part will be treated as serious misconduct and may result in the termination of my employment with the company in the event that I am successful in m application for employment with YWINC”.“I understand that certain information hereby provided by me is personal data, within the meaning of that term as defined in the data protection acts 1988 and 2003 (the “Acts”), and I confirm that the provision of this information by me so that it may be processed for the purpose of consideration of my application constitutes a consent for the purposes of the Acts”.**Signature: ………………………………………………………….. Date: ……………………………………………** |

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| **RECRUITMENT SOURCE** | **HOW TO RETURN YOUR APPLICATION FORM** |
|  **⬜** Website (please specify) ……………………………………………….. ⬜ Employee referral (please specify) ………………………………………………..  ⬜ Other (please specify) ……………………………………………….. | Once complete, please return this Form by the deadline date and time specified in the job information sheet:* By post to:

**Pat Forde****CEO,****Youth Work Ireland North Connaught,****Rockwood Parade,****Sligo.****Or*** By email to:

Patforde@ncycs.ie |