*****Confidential***

# **Application for Employment**

Please complete ALL PARTS of the form and return to the

humanresources@kdys.ie

*It is preferable that application forms are typed*

|  |
| --- |
| *Position applied for*  |
| *Personal Information* |
| *Surname* | *Forenames* |
| *Home Address* |
| *E-mail Address:* | *Contact Number:**1.**2.* |
| Are there any legal restrictions on your right to work in this country?If yes, please give details? |

*Education & Training Information:*

*Please give particulars under the following headings.*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Education Institution/Professional Body*** | ***Year*** | ***Full time or Part time*** | ***Qualification (Diploma or Degree)*** |
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*Employment Record*

#### Please give details of your complete working history beginning with your present or last employment. If necessary, continue on a separate sheet using the format below.

|  |  |
| --- | --- |
| **Dates of employment** *(from & to)* |  |
| **Employer’s name, address & nature of business** |  |
| **Job Title and description of main duties** |
| **Full or Part time****Incl. Hours** |  | **Final Salary** |  |
| **Reason for leaving** |  |

|  |  |
| --- | --- |
| **Dates of employment** *(from & to)* |  |
| **Employer’s name, address & nature of business** |  |
| **Job Title and description of main duties** |
| **Full or Part time****Incl. Hours** |  | **Final Salary** |  |
| **Reason for leaving** |  |

|  |  |
| --- | --- |
| **Dates of employment** *(from & to)* |  |
| **Employer’s name, address & nature of business** |  |
| **Job Title and description of main duties** |
| **Full or Part time****Incl. Hours** |  | **Final Salary** |  |
| **Reason for leaving** |  |

*Employment Record cont:*

|  |  |
| --- | --- |
| **Dates of employment** *(from & to)* |  |
| **Employer’s name, address & nature of business** |  |
| **Job Title and description of main duties** |
| **Full or Part time****Incl. Hours** |  | **Final Salary** |  |
| **Reason for leaving** |  |

|  |  |
| --- | --- |
| **Dates of employment** *(from & to)* |  |
| **Employer’s name, address & nature of business** |  |
| **Job Title and description of main duties** |
| **Full or Part time****Incl. Hours** |  | **Final Salary** |  |
| **Reason for leaving** |  |

|  |  |
| --- | --- |
| **Dates of employment** *(from & to)* |  |
| **Employer’s name, address & nature of business** |  |
| **Job Title and description of main duties** |
| **Full or Part time****Incl. Hours** |  | **Final Salary** |  |
| **Reason for leaving** |  |

*Recent Training*

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| --- |
| Please describe any recent work related training you attended and what you gained from it. How has it benefited your work? |

*Skills, Competencies & Attributes*

**Please give one specific example as evidence of the responsibilities and experiences you have had under each of the headings listed below.** *200 words max per example*

* For each of your examples, please use the STAR approach.

**STAR:** *the* ***S****ituation you found yourself in, the* ***T****ask you were undertaking, the* ***A****ction – what you actually did, how you demonstrated the skill/quality, the* ***R****esult or the outcome*

* Please ensure that you have read the job description carefully before completing this section.

|  |
| --- |
| **Specialist Knowledge, Expertise, & Self Development** |

|  |
| --- |
| **Administrative & Technical Skills** |

|  |
| --- |
| **Management, Analysis & delivery of results** |

 *Interests & Voluntary Activities*

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| --- |
| Please give brief details of interests, hobbies, sports, and any voluntary work undertaken |
| Do you hold a current full driving licence?  |

|  |  |
| --- | --- |
| *Source Of Application*How did you hear of this vacancy? | *If Appointed*When could you commence employment? |

*Disclosure of Convictions*

|  |  |
| --- | --- |
| Has any action been taken against you or have you been subject of an investigation in regard to a child/children under the age of 18? |  |
| Are you at present the subject of criminal charges or investigation? |  |
| Is there any thing in your background that would render you unsuitable to work with children or young people? |  |
| **IF THE ANSWER IS ‘YES’TO ANY OF THE ABOVE QUESTIONS, PLEASE GIVE DETAILS.** |

*References*

|  |  |
| --- | --- |
| Name, address, contact number & email of your **current employer**, or if unemployed, those of your last employer. If you have been in your present employment for less than 2 years, please include your previous employer as an additional referee below. |  |
| Can we with discretion, contact your employer for a reference for you without further permission?  |  |

|  |
| --- |
| Please give the names and addresses of two people whom we may contact without further permission for a confidential assessment of your suitability for this job, preferably two previous employers. If this is a first job application, some other appropriate person unrelated to you, e.g. your principal or college tutor. You should not give your own doctor as a referee. |
|  | 1st Referee | 2nd Referee |
| Name |  |  |
| *Address* |  |  |
| *Tel No* |  |  |
| *Email* |  |  |
| *Occupation* |  |  |
| *How long acquainted with you?* |  |  |
| *In what connection* |  |  |

*Conditions of Employment*

All offers of employment are conditional on satisfactory references, & Garda clearance

***Declaration***

I hereby declare that the above statements are true to the best of my knowledge. I understand that any deliberate mis-statement may render me liable to dismissal, if employed. I further declare there is no known reason or event that would render me unsuitable for the post or to work in a youth work organisation.

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You are invited to include on a separate sheet any relevant supplementary information in support of your application. (Maximum of 2 A4 sized pages will be accepted)