*****Confidential***

# **Application for Employment**

Please complete ALL PARTS of the form and return to the

[humanresources@kdys.ie](mailto:humanresources@kdys.ie)

*It is preferable that application forms are typed*

|  |  |  |
| --- | --- | --- |
| **KDYS Volunteer Support Officer** | | |
| *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. .* ***Please submit copies of qualifications.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Educational Institution /Professional Body*** | ***Year*** | ***Full or Part time*** | ***Qualification obtained***  ***(Diploma, Degree etc)*** | ***NQSF Level*** |
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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.

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| --- | --- | --- | --- | --- |
| **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** |  | | | |

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| **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** |  | | | |

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| --- | --- | --- | --- | --- |
| **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** |  | | | |

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| --- | --- | --- | --- | --- |
| **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** |  | | | |

*Volunteering History*

*Please give particulars under the following headings.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation’s name, nature of business and location** | **Brief description of your role and responsibilities** | **Dates** *(from & to)* | **Hours** *per week* | **Reason for ceasing volunteering** |
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*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, in relation to those outlined in the job description, 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** |
| **Programme development and delivery** |

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| **Teamwork** |
| **Administration & Technical** |
| **Delivery of Results** |

**Please give details of an experience where you provided support & training to volunteers, preferably in a youth work setting**

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|  |

*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.

I understand that certain information hereby provided by me is personal data, within the meaning of that term as defined in the General Data Protection Regulations (GDPR) 2018 and I confirm that the provision of this information by me, so that it may be processed for the purposes of consideration of my application, constitutes a consent for the purposes of the regulations.

**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)