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| L:\logos\North West Clare Logo (2).jpg | **Application  Form**  **A1** |

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| CONFIDENTIAL | **Reference Number** |

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| **APPLICATION FOR POST OF: Crèche Manager** |

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| **PERSONAL DETAILS** |
| Name: |
| Address: |
| Telephone Contact Number(s): |
| E-mail: |

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| **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 North West Clare FRC 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: |

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| **2. Second Reference** |
| Name: |
| Address: |
| Telephone No: |

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| **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 could result in the application being declared invalid. | | |
| L:\logos\North West Clare Logo (2).jpg | | **Application  Form**  **A2** |

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| **CONFIDENTIAL** | **Reference Number** |

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| APPLICATION FOR POST OF **Crèche Manager** |

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| |  |  | | --- | --- | | **EDUCATIONAL DETAILS**  Starting with the most recent, list all Degrees, Diplomas and/or Certificates and specify dates of attainment. | | | COURSE TITLE & AWARDING BODY | YEAR COMPLETED | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |  |  |  | | --- | --- | | Starting with the most recent, list other non-accredited and/or relevant courses and specify dates of attainment | | | COURSE TITLE & TRAINING ORGANISATION | YEAR COMPLETED | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |  |  |  | | --- | --- | | **MEMBERSHIPS**  List all Professional Bodies, Voluntary and Community Sector (V&CS) Organisations, etc. of which you are or have been a member. If you played a specific role or undertook special responsibility within the organisation, please give details | | | NAME OF PROFESSIONAL BODY, VOLUNTARY &/OR COMMUNITY ORGANISATION, ETC. | YEAR(S) OF MEMBERSHIP | |  |  | |  |  | |  |  | |  |  | |  |  |   **WORK EXPERIENCE:**  Starting with the most recent, give details of your work experience |

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| **Give Details of Current (or Last) Work**  **Name of Company:**  **Address:**  **Position held:** | |
| Indicate the Sector: Community and Voluntary Private Public | |
| Date of commencement: | Date of termination: |
| Outline reason(s) for leaving (if applicable): | |
| Position of responsibility held: | |
| Specify your form of work engagement:  Paid  Voluntary  Hours per Week: | |
| Outline main tasks of the post: | |
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| **Give Details of Previous Relevant Work Engagement and Indicate Type of Organisation:**  **Name of Company:**  **Address:**  **Position held:** | |
| Indicate the Sector: Community and Voluntary Private  Public | |
| Date of commencement: | Date of termination: |
| Outline reason(s) for leaving (if applicable): | |
| Position of responsibility held: | |
| Specify your form of work engagement:  Paid  Voluntary  Hours per Week:39 | |
| Outline main tasks of the post: | |
| 1 | 2 |
| 3 | 4 |
| 5 | 6 |

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| --- | --- | --- |
| **Give Details of Previous Relevant Work Engagement and Indicate Type of Organisation:**  **Name of Company:**  **Address:**  **Position held:** | | |
| Indicate the Sector: Community and Voluntary Private Public | | |
| Date of commencement: | | Date of termination: |
| Outline reason(s) for leaving (if applicable): | | |
| Position of responsibility held: | | |
| Specify your form of work engagement:  Paid  Voluntary  Hours per Week: 35 | | |
| Outline main tasks of the post: | | |
| 1 | | 2 |
| 3 | | 4 |
| 5 | | 6 |
| **Give Details of Previous Relevant Work Engagement and Indicate Type of Organisation:**  **Name of Company:**  **Address:**  **Position held:** | | |
| Indicate the Sector: Community and Voluntary Private  Public | | |
| Date of commencement: | Date of termination: | |
| Outline reason(s) for leaving (if applicable): | | |
| Position of responsibility held: | | |
| Specify your form of work engagement:  Paid  Voluntary  Hours per Week: | | |
| Outline main tasks of the post: | | |
| 1 | 2 | |
| 3 | 4 | |
| 5 | 6 | |

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| **SUITABILITY FOR THE POST:**  Please answer all of the following questions. |

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| Under the headings detailed hereafter please outline your experience, skills and abilities in relation to the post of Crèche Manager. In your answer, please outline the length of time you were engaged in the relevant activity. Continue on a separate sheet if necessary. | |
| **Knowledge and experience of Early years in a community-based setting** | |
| **Knowledge and experience of Aistear Framework and Siolta Standards** | |
| **Experience of managing and supervising staff** | |
| **Experience and familiarity with children’s first** | |
| **SUITABILITY FOR THE POST (Continued)** |  |

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| **Outline your understanding of public policy and its impact on Early Years in Ireland i.e., regulatory and financial** |
| **IT & social media skills –** Please outline your competency level on the various Microsoft applications including Word, Excel, PowerPoint, Publisher and social media applications etc. Detail your knowledge under the broad headings of  (b)extensive knowledge |
| With reference to the Person Specification and Job Description - why do you think that you are particularly suitable for this position? |
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| **SUITABILITY FOR THE POST (Continued):** |

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| Are additional information that you feel is relevant? |
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| Are there any legal restrictions on your availability to take up employment? If YES please give details. |
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If appointed, when could you commence employment with **North West Clare Family Resource Centre?**

# ***Job Application Form Explanatory Notes for Candidates***

### Please read these instructions fully before completing Forms A1 and A2.

1. This Job Application Form is designed in such a way that all of your personal details will be outlined on Form A1 and will be used for administration purposes only. All specific information furnished by you relating to the post on offer will be outlined on Form **A2.**
2. Selection will be based solely on the information furnished on Form **A2**; therefore, you should ensure that the information given is sufficiently comprehensive and relevant to the post on offer.
3. Read through the Application Form fully and then complete both Forms **A1** (one page) and **A2** and write clearly in black or blue ink or type.
4. Keep a copy of your completed Job Application Form.
5. Applications will only be accepted on the official Job Application Form and should be received by 12 noon on Friday 26th April, 2024.
6. Completed Applications should be sent **by e-mail** to [info@northwestclarefrc.ie](mailto:info@northwestclarefrc.ie).
7. Do not forward any cover letter, Curriculum Vitae, or Certificates with the Application Form.
8. It is the policy of North West Clare Family Resource Centre to contact the current or most recent employer. Referees will be contacted only after interview. A minimum of two professional references will be required. The position will not be offered to any candidate until qualifications and references are checked.
9. Shortlisting will apply. Interviews will be held during May 2024.