****

**APPLICATION FORM**

**Café Operations Manager**

**REFERENCE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Please note that selection will be based on the information in the application form only. CVs will not be considered.*

**SECTION 1**

**PERSONAL DETAILS, EDUCATION AND EXPERIENCE**

* 1. **PERSONAL DETAILS**

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| --- | --- |
|  |  |
| **First Name:** |  |
| **Last Name:** |  |
|  |  |
| **Postal Address for Correspondence:** |  |
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| --- | --- |
| **Mobile Telephone (mandatory):** |  |
| **Contact Telephone No. 2:** |  |

|  |  |
| --- | --- |
| **Email Address (mandatory):**  **You may provide more than one)** |  |

* 1. **RELEVANT EDUCATION AND TRAINING HISTORY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Duration of Award**  **From – To  (00/00)** | **College / Educational Institution** | **Name of Course** | **Level of Award on the NFQ Framework maintained by QQI**  [**http://www.nfq-qqi.com/**](http://www.nfq-qqi.com/) | **Any major speciality option (if applicable)** |
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* 1. **CURRENT OR MOST RECENT EMPLOYMENT**

Please ensure your full career history is clearly outlined below (e.g. if you took a career break, spent time out of work, please include this information so there are **no gaps in your career history** from when you left full-time education to present date).

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| --- | --- | --- | --- |
| **From** | **To** | **Title** | **Employer** |
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**SECTION 2**

**SKILLS, COMPETENCIES AND / OR KNOWLEDGE**

This section will be assessed to consider your experience as it is relevant to the eligibility criteria. Information you provide in this section and in other areas of the application form may be used as part of a short listing exercise and may be discussed in more depth at interview, should you be called to one.

* Please provide clear, detailed answer(s) that demonstrate the depth and breadth of your experience in the area(s) below, reflective of the requirements of this post.
* Each section below must be completed. As you complete each section, we recognise there will be an overlap in the employer and date periods.
* We would like to highlight to you that if you omit information in this section pertinent to the eligibility criteria your application will be deemed ineligible and you will subsequently not be called forward to interview.

1. **Please demonstrate your significant operational experience of working at a senior level, on own initiative, in a complex health/social or community environment, as relevant to the role.**
2. **Please demonstrate your significant experience of implementing and managing complex change or quality improvement projects as relevant to the role.**
3. **Please outline your experience of cross-sectoral working to achieve positive change, for example within community/voluntary sector, statutory bodies, HSE etc)**
4. **Please outline your experience in programme or service management within a health/social care or community/voluntary/other sector setting including experience of managing, supporting and supervising personnel.**
5. **Please outline your experience within the field of mental health (including mental health promotion, health and wellbeing, community services etc)**
6. **Please provide any additional experience as it applies to the Principal Duties and Responsibilities as outlined in the Job Description**

**SECTION 3**

**3.1. REFEREES**

Please give the details of two referees (one should be a current or most recent employer). We will not contact your referees until after interview process and not without notifying you first.

|  |  |
| --- | --- |
| **Name:**  **Position:**  **Organisation:**  **Telephone:**  **Email:** | **Name:**  **Position:**  **Organisation:**  **Telephone:**  **Email:** |

**SECTION 4**

**4.1 DECLARATION**

I declare that the information set forth in this application form is, to the best of my knowledge, true and complete.

**Signed:**

**Date:**

**HOW TO SUBMIT YOUR APPLICATION**

Please send a completed and signed (e-signature accepted) application form by e-mail with the reference code **SC/OM to** [**admin@corkmentalhealth.com**](mailto:admin@corkmentalhealth.com)

**Closing Date: 5pm Monday the 20th of March**

**First Round Interviews:** Expected to take place during the week beginning

**Data Protection:** All applications are confidentially processed and retained in accordance with the Cork Mental Health Foundations data protection policy. Applications of unsuccessful candidates will be deleted after 15 months.

Solace café is delivered in Cork City by Cork Mental Health Foundation and funded by the HSE

 