

**APPLICATION FORM**

**Coordinator – Community Mothers Programme permanent fulltime (35hrs)**

Please read the detailed Job Description associated with this application form and these Guidelines before completing this application form as they provide instructions for the completion of the form.

* **It is essential that you complete ALL SECTIONS of the application form IN FULL.** Failure to do this may result in you not being short-listed for the interview stage of the selection process.
* Please **type your application** and follow the format of the questions in each section. In relation to details of employment, if the space provided is insufficient, please attach additional pages **ensuring to use the same format**.
* Please refer to the **Job Description** for the role, to ensure that you are clearly demonstrating your competency for the role.
* For informal enquiries relating to the role, please contact reception ([info@silverarchfrc.ie](mailto:info@reception.ie)).
* Applications ***will not*** be accepted after the closing date. CV & cover letters will not be accepted.
* Should you be invited for interview, you may take a copy of your application form with you.
* Garda vetting and police certificates required as part of the recruitment process.
* Silver Arch Family Resource Centre is an Equal Opportunities Employer.

**Return completed application form to:** Email: [info@silverarchfrc.ie](mailto:info@silverarchfrc.ie) Please include "CMP Coordinator Application - [Your Name]" in the email subject line.

**Closing date:** Sunday 21st April

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| **1. Personal Details** | | | | | |
| Name: |  | | **Phone Number:** | |  |
| Address: |  | | | | |
| Email: |  | | Driver’s License (type and category) | |  |
| ComputerSkills | Basic Knowledge  | Competent  | | Highly Proficient  | |
| Tusla Training (Please tick if you have completed) | Children First  | DLP  | | Meitheal  | |

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| **2. Educational Achievements:** *Starting from the* ***most recent****,**please list all relevant third level and other educational qualifications:* | | | | |
| **Dates**  **From/To** | **Educational Institution**  **(name and address)** | **Course Title** | **Awarding**  **Body** | **Qualification Achieved and QQI level awarded** |
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| **3. Career History:** *Starting from the* ***most recent****,**please list all relevant* ***paid work*** *experience to date.*  **NB: Please ensure that ALL your career history is clearly outlined below** *(e.g. if you took a career break, returned to education, spent time out of work, please include this information so that there are* ***NO GAPS*** *in your career history from the time you left education to the present date).* | | | | |
| **Dates**  **From/To** | **Employer**  **(Name & Address)** | **Title of Post** | **Main Responsibilities** | |
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**4. ELIGIBILITY CRITERIA**

*Please indicate below how your professional experience meets core essential criteria for the post – as outlined in the job description. There will be a particular focus on this section when assessing the relevance of your experience to the post requirements.* ***PLEASE COMPLETE EACH QUESTION IN FULL****.*

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| 1. **Please outline a specific example, based on your experience, in relation to supporting parents of young children to meet their child’s developmental needs, using a strengths-based approach.** |
| **Position held:** |
| ***Details:*** |

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| 1. **Please outline your relevant experience, with examples, in relation to providing leadership and support to a team (include the number of direct staff you have line managed). Please refer to your experience in relation to supervision and mentoring of other staff.** |
| **Position Held:** |
| ***Details:*** |

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| 1. **Please outline your relevant experience, with examples, in relation to contributing to programme and organisational development, and your experience of working as part of a management team.** |
| **Position Held:** |
| ***Details:*** |

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| 1. **Please outline your relevant experience, with examples, in relation to collaborative projects and interagency working, as relevant to this post.** |
| **Position Held:** |
| ***Details:*** |

1. **ADDITIONAL INFORMATION**

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| **Why are you applying for this position?**  **In your response, please consider the competencies, essential experience and desirable skills associated with this role.** |
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Referees: *Please name three referees (including your current or most recent employer). We retain the right to contact any of your previous employers. Note: your referees will not be contacted without your prior consent.*

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|  | Details of Referee 1 | **Details of Referee** 2 | Details of Referee 3 |
| **Name:** |  |  |  |
| **Address:** |  |  |  |
| **Position held:** |  |  |  |
| **Tel. No.** |  |  |  |
| **Email address:** |  |  |  |
| **Professional relationship: e.g. Line Manager** |  |  |  |

**General Declaration:** It is important that you read this Declaration carefully and then sign it in the space below. If you are submitting your form via email, you will be asked to sign the declaration if you are called to interview.

**Part 1:** Obligations Placed on Candidates who participate in the recruitment process.

Silver Arch FRC is committed to the highest standards in recruitment. In this regard all candidates must comply with best practice standards and obligations. These obligations are as follows:

* Candidates shall not:
  + knowingly or recklessly make a false or a misleading application
  + knowingly or recklessly provide false information or documentation
  + canvass any person with or without inducements
  + impersonate a candidate at any stage of the process
  + knowingly or maliciously obstruct or interfere with the recruitment process
  + interfere with or compromise the process in any way
* Any canvassing by or on behalf of candidates shall result in disqualification and exclusion from the recruitment process.

Where an individual is found to have breached any of the above provisions, or to have assisted another individual to breach the provisions, s/he shall be guilty of an offence and will automatically be disqualified. This means that:

* If s/he has not been appointed to a position, s/he shall be disqualified as a candidate for this post; and
* If s/he has been appointed to a position as a result of that process, s/he shall forfeit that appointment

**Part 2 - Declaration:** “I declare that to the best of my knowledge and belief there is nothing in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed by virtue of my appointment to this position. I hereby confirm my consent to Silver Arch FRC to make such enquiries, as deemed necessary in respect of my suitability for the post for which I am applying.

I hereby accept and confirm the entitlement of North Tipperary Community Services CLG, trading as Silver Arch FRC, to reject my application or terminate my employment (in the event of a contract of employment having been entered into) if I have omitted to furnish the organisation with any information relevant to my application or to my continued employment where I have made any false statement or misrepresentation relevant to this application.

Furthermore, I hereby declare that all the particulars furnished in connection with this application are true, and that I am aware of the qualifications and particulars for this position. I understand that I may be required to submit documentary evidence in support of any particulars given by me on this Application Form. I understand that any false or misleading information submitted by me will render me liable to automatic disqualification or render me liable to dismissal, if employed.”

Failure to sign this application will render it invalid. If submitting an electronic copy, a digital signature will be accepted and submission via email will automatically be considered signing.

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Name of Applicant)* **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applicant Checklist – Important**

*We recommend that you check your application form carefully before submitting it to ensure that you have included all the required information and that you have fully answered all questions.*

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| 1 | Personal details completed |  |
| 2 | The information you have provided with regard to your qualifications shows clearly the dates (DD/MM/YY), courses undertaken, college names, qualification granted. |  |
| 3 | The information you have provided with regard to your employment shows clearly the dates (DD/MM/YY), job titles, core responsibilities and there are no gaps |  |
| 4 | Section 4 has been completed in full. |  |
| 5 | Additional Information and Referees completed |  |
| 6 | Signed declaration. (If you are submitting your application form via email we will accept the application form unsigned but if you are invited for interview, you will be required to sign the Declaration at interview.) |  |

**Please retain a copy of your application and the job description for future reference**

**NB: If all required details are not submitted with your application we will be unable to process your application to the next stage i.e. short listing / interview.**

**Your privacy is important to us. Please note that we will only keep a hard copy of your application form. This will be held securely for one-year post recruitment, as per our Retention of Records Policy. For successful applicants this information will form part of their HR record.**