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|  | **Confidential** **Application for Employment** **Manager, Family Support Services** |

Please complete ALL PARTS of the form and return to

[**reception@cdys.ie**](mailto:reception@cdys.ie)on or before 12 noon, 24th April 2024

*Please type or write in BLOCK capitals using a black ballpoint pen for photocopying purposes*

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| *Position applied for and location –*  **Manager, Family Support Services⎕** | | |
| *PERSONAL INFORMATION* | | |
| *Surname* | | *Forenames* |
| *Home Address* | | |
| *Home Telephone No:* | *Mobile:* | |
| *Fax No:* | *E-mail Address:* | |
| Work Telephone No: |  | |
| *May we, with discretion, telephone you at work? Yes No* | | |
| Are there any legal restrictions on your right to work in this country?  If yes, please give details? | | |

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| *Official Use Only* | | *Date Received:* | | | |
|  | | *Received by:* | | | |
|  | | *Enclosures:* | | | |
| *EDUCATION AND TRAINING INFORMATION* *Please give particulars under the following headings.* | | | | | | | |
|  | | *Name of College/School attended* | | *From:*  *To:* | *Full time or Part time* | *Qualification, Diploma or Degree* | |
| Second Level | |  | |  |  |  | |
| *Third Level* | |  | |  |  |  | |
| *Graduate* | |  | |  |  |  | |
| *Other* | |  | |  |  |  | |
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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 employed**  **From: To:**  ***Please specify month & year*** | | **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 employed**  **From: To:**  ***Please specify month & year*** | | **Employer’s name, address & nature of business** | **Job Title and description of duties** | **Full or Part time**  **Incl. Hours** | **Final Salary** | **Reason for leaving** |
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| *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.** | | |
| ***All staff are required to be presented for Garda Vetting prior to their employment with CDYS*** | | |
| ***SOURCE OF APPLICATION*** | ***IF APPOINTED*** | |
| How did you hear of this vacancy? | When could you commence employment? | |
| If press advertisement, which publication? |
| *INTERESTS AND VOLUNTARY ACTIVITIES*Please give brief details of interests, hobbies, sports, and any voluntary work undertaken | | |
| Do you hold a current full driving licence? ***Yes No*** | | |
| ***Please demonstrate how you meet the requirements of the post.*** | | |
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| *REFERENCES* | | |
| Name, address and telephone number, of your present 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? Yes No | | |
| 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* |  |  |
| *Occupation* |  |  |
| *How long acquainted with you?* |  |  |
| *In what connection* |  |  |
| You are invited to include on a separate sheet any relevant supplementary information in support of your application.  (Maximum of 3 A4 sized pages will be accepted) | | |

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| *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 and community organisation.  **Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |