### Explanatory Notes for Candidates

### Please read these instructions fully before completing the Application Form.

1. This Job Application Form consists of 10 pages and all sections must be completed
2. We will accept the Application Form unsigned. You will be required to sign the General Declaration at a later date.
3. Short listing will be based solely on the information furnished in the Application Form; therefore, you should ensure that the information given is sufficiently comprehensive and relevant to the post on offer.
4. Read through the Application Form fully before completing.
5. Keep a copy of your completed Application Form.
6. Applications must be received by **Thursday, 16th May, at 4pm.**
7. All applications received via email will be acknowledged within 3 working days. If you do not receive an acknowledgement within 3 working days, please contact Ballinasloe Social Services via telephone (090 9643217) without delay to report same. To ensure that you do not miss out on any email communication it is highly recommended that you check your spam and junk folder on a regular basis.
8. Do not forward any Curriculum Vitae, Certificates or References with the Application Form. Cover emails will not be considered as part of the application.
9. Referees will only be contacted with the permission of the candidate.
10. Completed Application Form to be emailed to [daycare@ballinasloesocialservices.ie](mailto:daycare@ballinasloesocialservices.ie) We are only accepting applications by email. Applications must be submitted in a Microsoft Word format only. Applications stored on personal online storage sites (for example, OneDrive, Cloud, Dropbox, Google Drive, etc.), will not be accepted. Applications submitted in other file formats (for example, Google Docs) will not be accepted. Please ensure that your application is attached as an attachment (not a link to an online storage site) when emailing your application. Email attachments should not exceed a 2mb limit.
11. Canvassing will disqualify.
12. Ballinasloe Social Services is an Equal Opportunities Employer.
13. Ballinasloe Social Services recognises its responsibilities under the Data Protection Acts 1988 to 2018 and the Freedom of Information Act 2014