##### Application Form for the Post of Community Development Worker

Please note that selection will be based on the information in the application form.

*CVs will not be considered.*

**PERSONAL DETAILS**

**Name:**

**Address:**

**Telephone**: **Email:**

|  |  |
| --- | --- |
| **Do you have a valid Full Irish Drivers License?** |  |

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| --- | --- | --- | --- | --- |
| **EDUCATION**  Please give particulars under the following headings. The successful candidate may be asked to supply verification of qualifications | | | | |
|  | **Name of School/College** | **From:**  **To:** | **Course of Study** | **Qualification and Year Obtained** |
| **Third Level** |  |  |  |  |
| **Post Graduate** |  |  |  |  |
| **Other** |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Dates employed**  **From: To:**  **Please specify month & year** | | **Employer’s name & address & nature of business** | **Job Title and Brief Description of Duties** | | | **Full or Part Time** | | **Reason for leaving** | |
|  |  |  |  | | |  | |  | |
| Please rate your level of skill/ experience in the following area: | | | | Excellent | Average | | Poor | | No experience | |
| Microsoft Word | | | |  |  | |  | |  | |
| Microsoft excel | | | |  |  | |  | |  | |
| Data collection and presentation | | | |  |  | |  | |  | |
| Internet based software (salesforce, office 365 etc.) | | | |  |  | |  | |  | |
| Managing case loads | | | |  |  | |  | |  | |
| Assessing risks | | | |  |  | |  | |  | |
| Group training and facilitation | | | |  |  | |  | |  | |

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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.  **Do you give permission to us to write to your present/last employer without contacting you?** | | | | | |
| 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. | | | | | |
| **Name &Address** | **E-mail address** | **Telephone No** | **Occupation** | **How long acquainted with you?** | **In what Connection?** |
| 1) | | | | | |
| 2) | | | | | |
| **Why have you applied for this role?** | | | | | |
| **CONDITIONS OF EMPLOYMENT:** All offers of employment are conditional on satisfactory references, and Garda Vetting | | | | | |
| **DECLARATION** | | | | | |
| I hereby declare that the above statements are true to the best of my knowledge. I understand that any deliberate mis-statement my 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 with vulnerable adults.  **Signature**: **Date**: | | | | | |

* **Please e-mail your completed application form to** [**lina@laoisdomesticabuseservice.ie**](mailto:lina@laoisdomesticabuseservice.ie)
* **Closing Date is** **6th June 2025.**  **Late applications will not be accepted**.
* **Notice of Interviews will be forwarded to applicants**
* **Unfortunately, Laois Domestic Abuse Service is not in a position to notify all applicants of an outcome and only those successful in securing an interview will be informed.**