**APPLICATION FORM**

**(Typed only)**

**Confidential**

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| **Application Form**  **A1** |
| **Reference Number (office):** |

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| **APPLICATION FOR POST OF: SMILE SCP Community Link Worker (Education)** |
| **PERSONAL DETAILS** |
| Name: |
| Address: |
| Telephone Contact Number(s): |
| E-mail: |

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| **REFERENCES** |
| Give details of two referees, including your current or most recent work placement, who would support your application |
| In the event of a job offer, would you be willing to give **SMILE School Completion Programme** your permission to contact the two referees for a reference?  Yes  No |
| **1. Current or most recent employment (Supervisor or Line Manager)** |
| Name: |
| Address: |
| Telephone No: |

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| **2. Second Reference** |
| Name: |
| Address: |
| Telephone No: |

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| **DECLARATION** |
| I certify that the information given in this application is accurate and complete to the best of my knowledge.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please note that the signing of this application form (forms A1 and A2) indicates that you have read the job description and any other information issued by the Company and that you can comply with the requirements of the post. Any false statements may result in the application being declared invalid. |

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| **Application Form**  **A2** |
| **Reference Number (office):** |

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| **EDUCATIONAL DETAILS**  Starting with the most recent, list all Certificates, Diplomas and/or Degrees and specify dates of attainment | | |
| COURSE TITLE & AWARDING BODY | | YEAR COMPLETED |
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| Starting with the most recent, list other non-accredited relevant courses and specify dates of attainment | | |
| COURSE TITLE & TRAINING ORGANISATION | YEAR COMPLETED | |
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| **EMPLOYMENT HISTORY –** starting with current or most recent | |
| Name of Company/Organisation: | |
| Indicate the Sector: Community and Voluntary Private Public | |
| Date of commencement: | Date of termination: |
| Outline reason(s) for leaving (if applicable): | |
| Position of responsibility held: | |
| Specify the type of work:  Paid  Voluntary  Hours per Week: | |
| Outline main tasks of the post: | |
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| Name of Company/Organisation: | |
| Indicate the Sector: Community and Voluntary Private Public | |
| Date of commencement: | Date of termination: |
| Outline reason(s) for leaving (if applicable): | |
| Position of responsibility held: | |
| Specify the type of work:  Paid  Voluntary  Hours per Week: | |
| Outline main tasks of the post: | |
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| Name of Company/Organisation: | |
| Indicate the Sector: Community and Voluntary Private Public | |
| Date of commencement: | Date of termination: |
| Outline reason(s) for leaving (if applicable): | |
| Position of responsibility held: | |
| Specify the type of work:  Paid  Voluntary  Hours per Week: | |
| Outline main tasks of the post: | |
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| **Skills and Abilities**  Please provide examples of where you demonstrated the following**:** | |
| **Strong interpersonal and communication skills (written, verbal, listening) .Ability to communicate effectively and appropriately to children and young people in a targeted setting.** | |
| **Evidence of having a good knowledge of the Irish education system and understanding of working within a school environment with a proven interest in youth work or community development.** | |
| **Experience of working with Travellers and /or Roma with a good knowledge of the issues and concerns faced by these communities**. | |
| **Ability to work on own initiative and part of a team**. |
| **Proven ability to work effectively in a multi disciplinary setting, with a range of relevant agencies at local level in the voluntary and statutory sector** |
| **Proficient IT skills, report writing, data collection** |

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| **SUITABILITY FOR THE POST:**  Please detail the qualities you have that make you a good candidate for this post and why you are applying for this position. |

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| **Additional information:**  Please provide any other information which you think will contribute to your role in School Completion Programme. |

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| If appointed, when could you commence employment with the Project? |

Typed application forms to be emailed to: [Recruit.smilescp@gmail.com](mailto:Recruit.smilescp@gmail.com) no later than 5pm Thursday 5th June

FAO: Recruitment Administrator