**Child and Family Services**

**Application for Employment**

**-Support Pedagogue-**

Important: Please ensure that you read the instructions on how to complete the application form; by not specifically addressing the requirements you may be unintentionally excluded from the short listing process.

Handwritten application forms will NOT be considered

**Section 1**

|  |  |
| --- | --- |
| **SURNAME** | **FIRST Names** |
| Home Address | Address for Communication (if Different) |
| Home Telephone No |  |
| E-Mail | Mobile |
| Do you hold a full clean driving license? **Yes □ No □** | |
| Do you have access to a car? **Yes □ No □** | |
| Do you require a work permit? **Yes □ No □**  (As this post is based in Ireland non- EC nationals require current and valid permission to work in Ireland as the Dept of Trade and Enterprise will only issue work permits in exceptional circumstances) | |

**Section 2**

**ACADEMIC, PROFESSIONAL OR TECHNICAL QUALIFICATIONS (Give below, in date order (starting with your most recent) all professional qualifications, include computer or other training if relevant )**

|  |  |  |
| --- | --- | --- |
| **Full title of Degree(s)/ Qualification(s)**  **held and date of qualification** | **University, College or Examining Authority** | **Subjects taken in final year**  **Title of Dissertation/Thesis** |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |

**ADD ADDITIONAL SECTIONS AS REQUIRED**

**EMPLOYMENT RECORD (Give below, in date order (starting with your current position), full particulars of all employment) Add additional sections as required**

**Post 1**

|  |  |
| --- | --- |
| **Period of employment** |  |
| **Name and address of employer** |  |
| **Title of post held** |  |
| **Salary** |  |
| **Description of duties, main responsibilities** |  |
| **Reason for leaving** |  |

**Post 2**

|  |  |
| --- | --- |
| **Period of employment** |  |
| **Name and address of employer** |  |
| **Title of post held** |  |
| **Salary** |  |
| **Description of duties, main responsibilities** |  |
| **Reason for leaving** |  |

**ADD ADDITIONAL SECTIONS AS REQUIRED**

**REFEREES**

|  |
| --- |
| A minimum of 3 references will be required, and the reference from your current/most recent employer should be from your Line Manager. Please note your references must cover the last three years of your employment. One of the references may be known to you in a capacity other than employment. In the event that you need to supply details of further referees please use a separate sheet. References will not be taken up without your permission. |

**1st Referee**

|  |  |
| --- | --- |
| **Period of employment** |  |
| **Name and address of organisation** |  |
| **Name and address of referee** |  |
| **Occupation / Relationship to you** |  |
| **Telephone No.** |  |
| **E-mail:** |  |

**2nd Referee**

|  |  |
| --- | --- |
| **Period of employment** |  |
| **Name and address of organisation** |  |
| **Name and address of referee** |  |
| **Occupation / Relationship to you** |  |
| **Telephone No.** |  |
| **E-mail:** |  |

**3rd Referee**

|  |  |
| --- | --- |
| **Period of employment** |  |
| **Name and address of organisation** |  |
| **Name and address of referee** |  |
| **Occupation / Relationship to you** |  |
| **Telephone No.** |  |
| **E-mail:** |  |

**Section 3**

In this section, we ask you to describe some of your personal achievements that demonstrate the skills and abilities required to take on the post of Supporting Pedagogue.

Please read the job description carefully and provide a personal statement no longer than 300 words in which you outline why you believe you have the necessary competencies, qualities and experience to take on this role.

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I confirm that the information provided and given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

If you are appointed it will form the basis of your personal record.

Signed…………………………………………….......….........………

Date..........………………………....…

**As you are applying for a post where you will be required to have contact with children and young people you will be required to have a standard Garda Vetting check.**

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Please complete this application form and return it, together with a cover letter to:

Colin Scanlan, Compass CFS, Unit 8a, Convent Hill, Killaloe, Co. Clare.

**Compass CFS** **is an equal opportunities employer**