**Standard Job Application Form**

Confidential: Application for Employment

Please complete ALL PARTS of the form and return to the:

**tmcardle@youthworkireland.ie** **Youth Work Ireland, 20 Lower Dominick Street, Dublin 1**

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

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| **Position applied for and location:** |
| **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? es 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:*** |

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| **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** | **Employer’s name, address & nature of business** |  | **Full or** |  |  |
| **employed From: To:*****Please specify*** | **Job Title and description of main duties** | **Part time Incl.****Hours** | **Final Salary** | **Reason for leaving** |
| ***month & year*** |  |  |  |  |
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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 Youth Work Ireland** |
| **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*** |
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| **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. |
| 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 and & 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 work organisation.**Signature: \_** **Date:**  |