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**Employment Application Form**

**Participation Officer**

**Application for Employment**

To complete this form, save a copy to your own system. Use the tab key to move through the various sections and enter details   
as directed. You can return the completed document, as directed in the advertisement.

**Candidates may be short listed for interview on the basis of information supplied on their applications.**

**This application should be sent to Paul Gralton at** [**pgralton@youthworkireland.ie**](mailto:pgralton@youthworkireland.ie) **by 12pm Tuesday February 14th, 2023**

**Interviews are scheduled for February 28th and will be held in Youth Work Ireland’s National Offices on 20 Lower Dominick Street.**

**Candidates will be asked to do a short presentation followed by interview questions.**

1. An up-to-date CV
2. A cover letter outlining your suitability of the post (250) words)

*Youth Work Ireland and its affiliates are equal opportunities employers.*

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| **Post applied for** | | **Participation Officer** | | | | | |
| Full name | |  | | | | | |
| Address | |  | | | | | |
| Contact Phone No | |  | | | | | |
| Email Address | |  | | | | | |
| Full Driving Licence | | Yes  No | | | | | |
| **Education and qualifications (most recent first)** | | | | | | | |
| School / College / Institute | From | | | To | | Examinations taken - Results – Grades | |
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| **Membership of Professional bodies** | | | | | | | |
|  | | | | | | | |
| **Employment History (please add and expand as needed)** | | | | | | | |
| **Present or last employer, name and address, type of business** | | |  | | | | |
| Dates employed | | |  | | | | |
| Position(s) held | | |  | | | | |
| Brief description of duties | | | | | | | |
| Notice required | | | | | Current salary € | |  |
|  | | | | | Salary Expectation | |  |
| Reason for leaving: | | | | | | | |
| **Present or last employer, name and address, type of business** | | |  | | | | |
| Dates employed | | |  | | | | |
| Position(s) held | | |  | | | | |
| Brief description of duties | | | | | | | |
| Reason for leaving: | | | | | | | |

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| --- | --- |
| **Present or last employer, name and address, type of business** |  |
| Dates employed |  |
| Position(s) held |  |
| Brief description of duties | |
| Reason for leaving: | |

**Describe your experience of the following in the course of your work to date: (you may expand the boxes to fit your information, please write N/A if you have no experience in an area).**

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| **Experience of writing briefs, promotional materials, reports and other information sources.** |
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| **Knowledge or experience of working on social inclusion issues and/or project** |
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| **Any other information that may help in assessing your application** |
|  |

Please indicate the names of three referees one of which should be your most recent employer. We will not contact any referee without your permission.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Referee** | **Address** | **Telephone number** | **Email** |
|  |  |  |  |
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| --- | --- | --- |
| Do you have the legal right to work in Ireland? Yes No (please tick one box)  If yes, and there are conditions attached, please specify:  If no, what type of work permit do you require? | | |
| **Declaration:**  I hereby certify that all statements given by me on this application are true and correct without omission and that any misstatements given may disqualify my application. I also fully recognise that canvassing will disqualify my application.Upon request, I will present original certification for qualifications or transcripts as relevant***.***  All employment is subject to the receipt of satisfactory references, Garda Vetting and a medical examination. | | |
| **Signature:** |  | **Date:** |