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**Employment Application Form**

**Participation Administrator**

**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.

Please start with your most recent employment history. Please also include any period of unemployment. No period should be left unaccounted. (Where citing voluntary experience, you must provide evidence of number of days/hours etc. worked over what period of time).

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Post applied for** |  | | | | |
| Full name |  | | | Full Driving Licence | Yes No (please tick one box) |
| Address |  | | | |  |  | | --- | --- | | Home telephone no. |  | | Business no. (if convenient) |  | | Mobile no. |  | | Email: |  | | |
|  |
|  |
| County |  | | |
| **Education and qualifications (most recent first)** | | | | | |
| Schools | | From | To | Examinations taken - Results – Grades | |
|  | |  |  |  | |
| University/College | | From | To | Subjects studied: Examinations taken - Results (Hons/level attained) | |
|  | |  |  |  | |

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| --- | --- | --- | --- |
| **Technical, professional, occupational or commercial training** | | | |
| College/Institute | From | To | Type of training - Qualification(s) gained |
|  |  |  |  |
| **Membership of Professional bodies** | | | |
|  | | | |

**Employment History (please add and expand as needed, please explain gaps in employment)**

|  |  |  |  |
| --- | --- | --- | --- |
| **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: | | | |
| **Previous 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).**

|  |
| --- |
| **Experience of writing briefs, promotional materials, reports and other information sources.** |
|  |

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| **Knowledge or experience of Administration and working in a team.** |
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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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| --- | --- | --- |
| Have you applied to Youth Work Ireland before? If so, post applied for and approximate date: | | |
| 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:** |

Applications received after this date will only be accepted on the basis of a Certificate of Posting showing that the application was posted in time before the closing date.

**Application:** To apply please forward:

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

**To** [**pgralton@youthworkireland.ie**](mailto:pgralton@youthworkireland.ie%20) **by 12pm, Friday 9th June 2023**

**Interviews will be held on Thursday 21st June 2023 (to be confirmed)**

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