

*C.A.B.R.A. for Youth Clg.*

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| **Position being applied for:**  |  |

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| 1. **Applicants Details**
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|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Contact Details  | Home |  |
| Mobile  |  |
| Email |  |
| Are you permitted to work in Ireland?  |  |

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| 1. **EDUCATION**
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Please complete all sections accurately and with as **much detail as possible**, including all education and qualifications you feel are relevant to this post. If currently in education please include details of same.

**Secondary Level Education:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School attended | From | To | Highest exam taken | Year completed  |
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**Third Level Education:**

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| --- | --- | --- | --- |
| Examining Body | Degree/Diploma/Certificate | Award Pass/ Honours | Year of Award |
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| 1. **TRAINING**
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Please give details of all training completed relevant to this post including one day courses.

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| --- | --- | --- | --- |
| Training Course  | Full/Part time  | Competence gained  | Date of Completion  |
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| 1. **EMPLOYMENT RECORD**
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Starting from your current/most recent position, please complete all sections. Please highlight key duties/responsibilities and achievements for each post. Please indicate if these posts were full/part time and/or placement, employment scheme, or voluntary work. Please add additional tables if necessary.

|  |  |
| --- | --- |
| 1. Name of Employer
 | Address |
|  |  |
| Job title | Full/Part time Position  |
|  |  |
| Dates of employment |
| From  |  | To  |  |
| Reporting to |  |
| Reason for Leaving/Changing |  |
| Salary |  |
| Notice Period Required |  |
| Key duties/responsibilities and achievements  |
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| --- | --- |
| 1. Name of Employer
 | Address |
|  |  |
| Job title | Full/Part time Position  |
|  |  |
| Dates of employment |
| From  |  | To  |  |
| Reporting to |  |
| Reason for Leaving/Changing |  |
| Salary |  |
| Notice Period Required |  |
| Key duties/responsibilities and achievements |
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| Job title | Full/Part time Position  |
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| Reason for Leaving/Changing |  |
| Salary |  |
| Notice Period Required |  |
| Key duties/responsibilities and achievements |
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| 1. **EXPERIENCE AND SKILLS**
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Please complete all sections. Additional pages may be used if required.

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| Please demonstrate how your experience to date meets the criteria specific to this post as set out in the job description  |
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| Please demonstrate how the skills you have acquired through both paid and voluntary work make you a suitable candidate for the position advertised.  |
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| Please demonstrate your experience of engaging successfully with vulnerable and at risk young people in a youth work or similar setting. Please highlight the methodologies and principles applied.  |
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| Please give details of any others skills, experience and achievements that you feel support your application and suitability to this post.  |
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| 1. **Hobbies and Interests**
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| Please give details of any hobbies or interests you may have |
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| 1. **Garda Vetting**
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Due to the nature of our work Cabra for Youth requires all potential employees to undergo Garda Vetting prior to commencement of employment. In addition to this we are required to obtain the following information from you during the application process. Please note all information is obtained in the strictest of confidence and will only be used to determine the suitability of your application.

|  |  |  |
| --- | --- | --- |
|  | YES  | NO  |
| Have you ever committed a criminal act?  |  |  |
| Do you have a criminal record?  |  |  |
| Do you have any convictions and / or prosecutions pending, spent or completed?  |  |  |
| If you answered yes to any of the above we may need to discuss further with you. Are you happy for us to contact you regarding this? \*Please note presence of a criminal record/conviction may not deem you unsuitable for a position with Cabra for Youth.  |  |  |
| If you wish to provide details of any criminal record and/ or conviction/prosecutions please do so here:  |
| Would you be happy to undergo Garda Vetting for this post? |  |  |

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| 1. **REFERENCES**
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Please provide details of three referees to include your current/most recent employer. Please note referees will only be contacted upon until approval from candidates.

|  |  |
| --- | --- |
| Name  |  |
| Organisation |  |
| Position  |  |
| Phone Number  |  | Email |  |
| What was the nature and duration of your professional relationship  |
|  |
| Name  |  |
| Organisation |  |
| Position  |  |
| Phone Number  |  | Email |  |
| What was the nature and duration of your professional relationship  |
|  |

|  |  |
| --- | --- |
| Name  |  |
| Organisation |  |
| Position  |  |
| Phone Number  |  | Email |  |
| What was the nature and duration of your professional relationship  |
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| 1. **DECLARATION**
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*I have reviewed the above information supplied to Cabra for Youth Clg and hereby certify that, to the best of my knowledge and belief, such information is true and complete and is not misleading in any material respect. I understand that any falsification, omission or misrepresentation on my part will be treated as serious misconduct and may result in the termination of my employment with the company in the event that I am successful in my application for employment with Cabra for Youth Clg.*

*I understand that certain information hereby provided by me is personal data. By signing and returning this application I consent to Cabra for Youth Clg using the information about me, or third parties such as referees, relating to my application of future employment. I understand this information will be used solely in the recruitment process. I understand that if shortlisted for interview my information and personal data will be kept on file by Cabra for Youth for 2years.*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_