CONFIDENTIAL

Application for Employment

Please complete ALL Parts of the Form and return by email Marked Roscrea Youth Services Team Lead to [ReceptionHO@ntdc.ie](mailto:ReceptionHO@ntdc.ie) or Manager NTDC 2nd Floor, Friars Court, Nenagh, Co. Tipperary.

*CLOSING DATE: 9th October 2020 at 4pm*

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| **POSITION APPLIED FOR AND LOCATION**  ***Roscrea Youth Service – Team Lead*** | |
| PERSONAL INFORMATION | |
| SURNAME | FORENAMES |
| HOME ADDRESS | |
| HOME TELEPHONE NUMBER | MOBILE |
| FAX NUMBER | E-MAIL ADDRESS |
| WORK TELEPHONE NUMBER |  |
| May we, with discretion, telephone you at work? Yes 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 | From:  To: | Full time or Part Time | Qualifications,  Diploma or Degree |
| Second Level |  |  |  |  |
| Third Level |  |  |  |  |
| Professional Development |  |  |  |  |
| 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. |

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| --- | --- | --- | --- | --- | --- | --- |
| **Dates employed**  FROM: TO:  Please specify month and year | | **Employers name, address and nature of business** | **Job Title and Description of main duties** | **Full or Part Time**  **Incl Hours** | **Final Salary** | **Reason for Leaving** |
|  |  |  |  |  |  |  |
| **Dates employed**  FROM: TO:  Please specify month and year | | **Employers name, address and nature of business** | **Job Title and Description of main duties** | **Full or Part Time**  **Incl Hours** | **Final Salary** | **Reason for Leaving** |
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| **DISCLOSURES 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 years? | |
| Are you at present the subject of criminal charges or investigation? | |
| Is there anything 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 for employment with NTDC** | |
| **SOURCE OF APPLICATION** | **IF APPOINTED** |
| How did you hear of this vacancy? | When could you commence employment? |
| **INTERESTS AND VOLUNTARY ACTIVITIES**  *Please give a brief detail of interests, hobbies, sports, and any voluntary work undertaken* | |
| Do you hold a current full driving licence? YES NO | |
| **PLEASE DEMONSTRATE HOW YOU MEET THE REQUIREMENTS OF THE POST UNDER THE FOLLOWING HEADINGS**  **(300 maximum word count per heading)** | |
| ***Working with young people on a one to one and group basis:*** | |
| ***Coordination & team lead experience:*** | |
| ***Organisational & administrative skills:*** | |
| ***Interagency collaboration:*** | |

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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 two years, please include your previous employer as an additional referee below.  Can we with discretion, contact your employer for a reference for you without further permission? YES NO | | |
|  | 1st Referee | 2nd Referee |
| Name |  |  |
| Address |  |  |
| Tel Number |  |  |
| Occupation |  |  |
| How long acquainted with you? |  |  |
| In what connection? |  |  |

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| **CONDITIONS OF EMPLOYMENT**  **All offers of employment are conditional on satisfactory references and Garda Vetting** |
| **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 situation.  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**FAIR RECRUITMENT PROCESS**

Our commitment to Equal Opportunities means that we wish to ensure that every applicant is treated fairly. The information you provide in your application form is the only information we will use in deciding whether or not you will be short listed for an interview and will be used as a basis for the interview itself.

Your application is therefore important, and the following advice is designed to help you complete it as effectively as possible.

**YOUR APPLICATION**

You should receive the following: -

(N.B: Please read the job details and person specification **carefully**)

**Job Specification**

This outlines the main duties of the post and includes some information about North Tipperary Development Company and the context of the job. Every position advertised is based on a specification which lists the skills, abilities, qualifications and experience we are looking for. Please read this carefully so that you know what the job involves, and the range of expertise required. Ask yourself why you are interested in the job.

**Application Form – How to complete:**

* Complete your application form preferably using MS Word or in black ink using block capitals, as it needs to be photocopied.
* After reading the specification and job details think carefully about your application and consider to what extent you have the skills and experience necessary for the post.
* **Please note that we cannot accept CVs.** All candidates are required to complete NTDC’s application form in full so that we receive the same type of information from all applicants and so that you can directly address the selection criteria.
* Please complete all sections of the form
* The employment section gives you the opportunity to tell us about the work you are doing now or have done in the past. Always remember to specify your responsibilities rather than those of your section or department.
* The education/ training section seeks information on relevant training and qualifications, which you have undertaken or achieved. Please mention qualifications and/or training, which are relevant to the job for which you have applied.
* The information in support of your application section is a very important part of the application. Please use it to tell us how you think you meet each of the selection criteria listed on the specification. Do remember that experience can be gained from current or previous employment, community or voluntary work, experience gained in the home and through leisure interests
* Please use each of the criteria as a heading and demonstrate how you feel you meet each requirement. If you fail to do this you are unlikely to be short-listed.
* The most important thing to remember is to tell us how you think you meet each of the criteria listed. We are unable to guess or make assumptions. Your application form is all we have to decide if you are suitable for the post.
* Make a note of the closing date for the application and return your application form on or before that date. Remember to keep a copy of the application form..
* Please return the completed form to the email or name and address outlined on application form

**OUR RECUITMENT PROCESS**

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| **Short listing** | After the closing date, all application forms are read to see how each person’s skills and experience relate to the post being applied for, i.e. how they match the job specification. Applicants who meet these requirements most closely are invited for interview. |
| **Interviews** | The interview panel is normally made up of a minimum of three people who will ask a number of pre-determined questions. Everyone who is interviewed will be asked the same basic questions. There may also be supplementary questions based on the information you have given us in your application form. The questions are intended to allow you to expand on your application form and to show the panel how well you meet the requirements of the job. For some jobs there may also be a presentation in addition to the formal interview.  You will have the opportunity at the interview to ask questions about the job, conditions of service or anything else you need to know about NTDC  The panel will keep a record of their assessment of each candidate so that the reasons for their decisions are clear, consistent and justifiable. |
| **Complaints** | If you feel that you have been treated unfairly, please write to us and we will investigate. We try very hard to ensure that every stage in our recruitment process is fair and properly thought out. We have a duty to ensure that you are treated fairly and helpfully at every stage of the recruitment process. If you wish to discuss why you have been unsuccessful, please let us know and an appropriate person will provide you with feedback. |
| **References** | NTDC will seek both written and verbal references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated before making a final decision on appointments. NTDC also reserves the right to determine the merit, appropriateness and relevance of such references and referees. **Please Note**: Candidates are requested not to submit written references with their application form. |
| **Garda Vetting** | In accordance with Government policy NTDC will seek, as part of the selection process, Garda Vetting in respect of candidates. You will receive specific instructions on this process at the appropriate time. |
| **Offer of Employment and Appointment** | It should be noted that no offer of employment is made, or should be interpreted as having been made, until NTDC formally issues a letter of offer followed by an employment contract. |