

|  |
| --- |
| **Employment Application Form** |

|  |  |
| --- | --- |
| **Application for the Post of:** |  |

|  |  |
| --- | --- |
| **Surname:** |  |
| **First Names:** |  |
| **Address:** |  |
| **Phone:** |  |
| **Email:**  |  |

|  |
| --- |
| **EDUCATION & TRAINING** |
| **Academic and/or Professional qualifications****(Please start with your most recent qualification)** |
| **Dates Attended** | **Institution** | **Course Title & Content** | **Qualification Attained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Continuous Professional Development** **(Please include any relevant certified short courses and in-service training completed)** |
| **Dates Attended** | **Awarding body** | **Course title & Content** | **Qualification Attained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Work Experience****(Start with most recent employer)** |
| **Dates****(from – to)**  | **Employer** | **Job Title** | **Key Duties & Responsibilities****(Include reason for leaving)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Additional Information** |
|  | **Yes** | **No** | **Please include further information/explanation if required.** |
| Is there anything in your personal or professional background that would make you unsuitable to work with children and young people? |  |  |  |
| Does in sync Youth & Family Services have your permission to present you for Garda Vetting? |  |  |  |
| Are there any restrictions on your right to work in this country?  |  |  |  |
| Do you hold a current full Driving Licence? |  |  |  |
| Current Salary (including bonuses etc.):  |
| Period of notice required from current employer:  |
| **References** |
| Please give details of three individuals whom we can contact for references. (*No approach will be made to your present employers without your prior permission*.) |
|  | **Name** | **Organisation** | **Address** | **Phone**  |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |
| **Declaration** |
| I confirm that the above information is correct to the best of my knowledge. I understand that any omissions or misrepresentation of information on this application form may in the event of my obtaining employment result in disciplinary action up to and including dismissal. |
| **Applicants Name:**  | **Date:**  |

**Equal Opportunity:**in sync Youth & Family Services ***is an equal opportunity employer in line with the provisions of its Equality Policy.***

**Data Protection/GDPR:**in sync Youth & Family Services ***will use the information in this application solely for the purposes of the recruitment process. It will be retained for a minimum of 12 months, stored and disposed of confidentially as per our Data Protection Policy & Procedures.***