**Bradóg Youth Service Ltd**

An Equal Opportunities Employer

As our work involves contact with young people, candidates under consideration for employment in Bradóg will be subject to Garda vetting. Full details of applicants for jobs in Bradóg are submitted to the Garda Central Vetting Unit.

**Only complete in block letters if you are sending in a written application**

1. **General Information**

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| --- | --- | --- |
| Position(s) Applied For: |  | Current Occupation (if applicable): |
| If currently employed – how much notice must you give? |  |  |

1. **Personal Information**

|  |  |  |
| --- | --- | --- |
| Surname: |  | First Name(s): |
| Address for Correspondence: |  | Home Address (if different): |
| Email Address: |  | Mobile Telephone Number: |
| Driving licence?  Yes  No  Learner  ***Double click in the applicable box & select ‘checked’*** |  | Details of any endorsement(s): |
| For the purposes of work permits and visa applications, are you a member of an EU Member State?    Yes  No  ***Double click in the applicable box & select ‘checked’*** |  | If your answer is No, please outline whether you will require a:  Work Visa  an Entry Visa  ***Double click in the applicable box & select ‘checked’*** |

1. **Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Names and addresses of college or universities attended** | **Dates Attended** | **Qualifications obtained**  **(Please state type of qualification and grade achieved)** | **Awarding Body\*** | **Date(s) Awarded** |
|  |  |  |  |  |
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|  |  |  |  |  |

**\* Use appropriate initials e.g. NCEA, NUI etc (Please use additional sheets if necessary)**

1. **Computer Competence**

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| --- | --- | --- | --- | --- |
| **Area of Competence** | **No Knowledge** | **Familiarity** | **Extensive Use in Work Situation** | **Qualification (if held) and any other details of use** |
| Microsoft Office suite (Outlook, Word, Sharepoint, teams, planner) |  |  |  |  |
| General computer competence |  |  |  |  |
| Client Management software specifically Salesforce |  |  |  |  |
| Other (Please specify any other IT experience and/or Computer Competence) |  |  |  |  |
|  |  | | |  |

1. **ADDITIONAL TRAINING & DEVELOPMENT (Please specify any relevant training to the position applied for)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of the Course Attended** | **Name of College/ Training Centre Attended** | **Content/ Details of Course** | **Dates Attended** | **Qualification/ Title of Award attained** |
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|  |  |  |  |  |

1. **EMPLOYMENT HISTORY (List the most recent employment first)**

|  |  |  |
| --- | --- | --- |
| 1. **CURRENT EMPLOYER:**   Company Name, Address & Telephone Number | | Nature of Business: |
| Job title held:  Key Responsibilities: | | |
| Dates Employed:  From: To: | Length of Service:  .............years............months | |

|  |  |  |
| --- | --- | --- |
| 1. **PREVIOUS EMPLOYER:**   Company Name, Address & Telephone Number | | Nature of Business: |
| Job title held:  Key Responsibilities: | | |
| Dates Employed:  From: To: | Length of Service:  .............years............months | |

PLOYMENT HISTORY

|  |  |  |
| --- | --- | --- |
| 1. **PREVIOUS EMPLOYER:**   Company Name, Address & Telephone Number | | Nature of Business: |
| Job title held:  Key Responsibilities: | | |
| Dates Employed:  From: To: | Length of Service:  .............years............months | |

|  |  |  |
| --- | --- | --- |
| 1. **PREVIOUS EMPLOYER:**   Company Name, Address & Telephone Number | | Nature of Business: |
| Job title held:  Key Responsibilities: | | |
| Dates Employed:  From: To: | Length of Service:  .............years............months | |

1. **ADDITIONAL INFORMATION REGARDING YOUR APPLICATION**

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| Please provide a **supporting statement** outlining the reasons you are applying for this post. Please refer to the core competencies set out in job description and outline how you specifically meet the competencies by providing at least one example for each (300 words max for each). |
| Please provide a brief statement, **(no longer than 200 words),** explaining your motivation for applying for this position, taking into account the key duties outlined in the job description. |
| Please describe, **(in 200 words or less**), the personal skills and attributes you possess that you believe will make you an asset to this position. |
| Please provide a brief statement, **(no longer than 200 words),** detailing any areas of particular interest that you would like to discuss during an interview or any additional information you would like to provide to support your application. |

1. **LEISURE ACTIVITIES**

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| --- |
| Please provide information about your hobbies and interests: |

1. **REFERENCES**

|  |  |  |  |
| --- | --- | --- | --- |
| Please list name, address, telephone number and email address of two referees: | | | |
| Referee #1 (Current Employer) | | Referee #2 | |
| Name |  | Name |  |
| Address |  | Address |  |
| Telephone No |  | Telephone No |  |
| Email address |  | Email address |  |
| Please note referees will only be contacted if offered the position | | | |

1. **CONDITIONS**

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| --- |
| If you are successful in your application and are offered a position with Bradog Youth Service, the offer may be conditional upon you:   1. Successfully completing Garda Vetting clearance 2. Producing evidence to show that you are entitled to live and work in Ireland 3. Completion of 2 successful reference checks   Please note;   * The onus is on candidates to clearly display eligibility for the role on the job application form. * Canvassing will result in immediate disqualification |

1. **DECLARATION**

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| --- |
| “I have reviewed the above information supplied to Bradog Youth Service 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 Bradog Youth Service”.  “I understand that certain information hereby provided by me is personal data, within the meaning of that term as defined in the Data Protection Acts 1988 and 2003 (the “Acts”), and I confirm that the provision of this information by me so that it may be processed for the purposes of consideration of my application constitutes a consent for the purposes of the Acts”.  Signature: ................................................................. Date: .....................................................  *\*Handwritten signature not required if returning application form by email* |

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| --- | --- |
| RECRUITMENT SOURCE | HOW TO RETURN YOUR APPLICATION FORM |
| Website (please specify)  ....................................................  Employee referral (please specify)  ....................................................  Other (please specify)  ....................................................  *Double click in the applicable box & select ‘checked’* | Once complete, please return this Form along with CV and cover letter by the deadline date and time specified in the job information sheet:   * By post to: **Chairperson**   **Gregor Kerr Bradog Youth Service 34 Dominick Place Dublin 1**  **OR**   * **By email to chair@bradog.com** |