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Explanatory Notes for candidates on completing Application Forms A1 and A2

EXPLANATORY NOTES FOR CANDIDATES

### 1. Please read these instructions fully before completing and submitting your application Forms A1 and A2.

2. This Job Application Form is designed in such a way that all your personal details will be outlined on Form A1 and used for administration purposes only. All specific information furnished by you relating to the post on offer will be outlined on Form **A2.**

3. Selection will be based solely on the information furnished on Form **A2**. Therefore, you should ensure that the information given is sufficiently comprehensive and relevant to the post on offer.

4. **It is essential that you complete both Forms A1 and A2 in full.** Failure to do this may result in your not being shortlisted for the interview stage of the selection process.

5. Please **type your application** and follow the format of the questions in each section. In relation to details of employment, if the space provided is insufficient, please attach additional pages, **ensuring to use the same format**.

6. **Only sign** the Candidate’s Declaration in Form A1

7. **Please also include proof of your qualifications** by attaching them to Form A1 only.

8. Keep a copy of your completed Application prior to submitting it.

9. Your completed Forms A1 and A2 along with proof of qualifications should be emailed or posted to the Recruitment Panel (see contact details stated in the advert).

10. **Applicants will only be accepted if completed appropriately and emailed to**

[info@asterfamilysupport.ie](mailto:info@asterfamilysupport.ie) **no later than 5.00pm 28th February 2025.**

Applications will be shortlisted and only interview candidate’s will be contacted by the service with regard to their applications.

11. Referees of the successful candidate will be contacted only after interview, and with the permission of the candidate. It is the policy of Aster Family Support to contact the current or most recent employer of the successful candidate.

12. Canvassing will disqualify.

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Form A1: Personal Details and Declaration Form

**FORM A1**

**REFERENCE NUMBER:**

(Office use only)

|  |  |
| --- | --- |
| **APPLICATION FORM** | Position |

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| --- | --- | --- | --- | --- | --- |
| **1. PERSONAL DETAILS** | | | | | |
| **NAME:** |  | | **PHONE NUMBER:** | |  |
| ADDRESS: |  | | | | |
| EMAIL: |  | | DRIVING LICENCE **(type and category)**  **Expiry date:** | |  |
| **Details of endorsements (if none, please insert “N/A”)** |  | |  | |  |
| **Do you have a current right to work in the Ireland?** |  | | **If no, please provide details.** | |  |
| COMPUTERSKILLS | **Basic Knowledge ** | **Competent ** | | **Highly Proficient ** | |

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| --- | --- | --- | --- |
| **2. REFEREES**  Please name three referees (including your current or most recent employer). We retain the right to contact any of your previous line managers, with your prior consent, after the interview process is completed. | | | |
|  | DETAILS OFREFEREE No. 1 | **DETAILS OF**  **REFEREE No. 2** | DETAILS OFREFEREE No. 3 |
| **NAME:** |  |  |  |
| **ADDRESS:** |  |  |  |
| **POSITION HELD:** |  |  |  |
| **TEL. NO:** |  |  |  |
| **EMAIL ADDRESS:** |  |  |  |
| **PROFESSIONAL RELATIONSHIP (E.G. LINE MANAGER):** |  |  |  |

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| --- | --- |
| 3. POSSIBLE STARTING DATE  Please indicate a date at which you would be able to take up this position if it were offered to you: |  |

|  |
| --- |
| 4. DECLARATION |
| **GENERAL DECLARATION:** it is important that you read this Declaration carefully and then sign it in the space below.  **PART 1: OBLIGATIONS OF CANDIDATES PARTICIPATING IN THE RECRUITMENT PROCESS**  Aster Family Supportis committed to the highest standards in recruitment. In this regard, all candidates must comply with best practice standards and obligations. These obligations are as follows:   * Candidates shall not: * Knowingly or recklessly make a false or a misleading application * Knowingly or recklessly provide false information or documentation * Canvass any person with or without inducements * Impersonate a candidate at any stage of the process * Knowingly or maliciously obstruct or interfere with the recruitment process * Interfere with or compromise the process in any way. * Any canvassing by or on behalf of candidates shall result in disqualification and exclusion from the recruitment process.   Where an individual is found to have breached any of the above provisions, or to have assisted another individual in breaching the provisions, s/he shall be guilty of an offence and will automatically be disqualified. This means that:   * If s/he has not been appointed to a position, s/he shall be disqualified as a candidate for this post   and   * If s/he has been appointed to a position as a result of that process, s/he shall forfeit that appointment.   **PART 2 – DECLARATION**  “I declare that to the best of my knowledge and belief there is nothing in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed by virtue of my appointment to this position. I hereby confirm my consent to Aster Family Support making such enquiries as deemed necessary in respect of my suitability for the post for which I am applying.  I hereby accept and confirm the entitlement of Aster Family Support to reject my application or terminate my employment (in the event of a contract of employment having been entered into) if I have omitted to furnish Aster Family Support with any information relevant to my application, or to my continued employment with Aster Family Support; or where I have made any false statement or misrepresentation relevant to this application or my continuing employment with Aster Family Support  Furthermore, I hereby declare that all the particulars furnished in connection with this application are true, and that I am aware of the qualifications and particulars for this position. I understand that I may be required to submit documentary evidence in support of any particulars given by me on this Application Form. I understand that any false or misleading information submitted by me will render me liable to automatic disqualification, or dismissal, if employed.”  Failure to sign this application will render it invalid. If submitting an electronic copy, you will be asked to sign this on the day of interview.  **Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Name of applicant)* **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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Form A2: Application Form for Position of Family Support Worker/Community Development Worker

**REFERENCE NUMBER:**

(Office use only)

**FORM A2**

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| **APPLICATION FORM** | Position: |

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| --- | --- | --- | --- | --- |
| **1. EDUCATIONAL ACHIEVEMENTS**  Starting with the most recent, please list all relevant third-level and other educational qualifications. | | | | |
| **DATES**  **FROM/TO** | **EDUCATIONAL INSTITUTION** | **COURSE TITLE** | **AWARDING**  **BODY** | **QUALIFICATION ACHIEVED AND NFQ LEVEL AWARDED** |
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| **2. OTHER RELEVANT TRAINING**  Starting with the most recent, list other non-accredited and/or relevant courses and specify dates of attainment. | | |
| **DATES OF PARTICIPATION** | **COURSE** | **DELIVERED BY** |
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| **3. MEMBERSHIPS / PERSONAL DEVELOPMENT**  Please include any courses, membership, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable: | |
| **NAME OF PROFESSIONAL BODY/V&CS ORGANISATION, ETC.** | **YEAR OF MEMBERSHIP** |
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| **4. CAREER HISTORY**  Starting with the most recent, please list **all relevant work experience.**  **NB:** Please ensure that **all your career history** is clearly outlined below(e.g. if you took a career break, returned to education, spent time out of work, **please include this information,** so that there are **no gaps** in your career history from the time you left education to the present date). | | | |
| **DATES**  **FROM/TO** | **EMPLOYER**  **(NAME AND ADDRESS)** | **TITLE OF POST** | **MAIN RESPONSIBILITIES** |
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| **5. ELIGIBILITY CRITEREA**  Please indicate below how your professional experience meets the core essential criteria for the post – as outlined in the **PERSON SPECIFICATION FORM** which is attached in your Recruitment Pack. There will be a particular focus on this section when assessing the relevance of your experience, knowledge, skills and suitability for the position.  **PLEASE COMPLETE EACH QUESTION IN FULL.** |

|  |  |
| --- | --- |
| **5.1 RELEVANT EXPERIENCE**  Please outline/give examples of how **your experience** relates to the requirements outlined in the Person Specification Form. | |
| **DATE(S) FROM – DATE(S) TO:** | **EMPLOYER(S):** |
| **DETAILS:** | |

|  |  |
| --- | --- |
| **5.2 KNOWLEDGE OF THE WORK**  Please outline/give examples of how **your knowledge** of the work relates to the requirements outlined in the Person Specification Form. | |
| **DATE(S) FROM – DATE(S) TO:** | **EMPLOYER(S):** |
| **DETAILS:** | |

|  |  |
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| **5.3 SKILLS IN THE WORK**  Please outline/give examples of how your **core skills** relate to the requirements outlined in the Person Specification Form. | |
| **DATE(S) FROM – DATE(S) TO:** | **EMPLOYER(S):** |
| **DETAILS:** | |

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| **5.4 SUITABILITY FOR THE POSITION:**  Please outline how you feel you are a **suitable candidate** for this position, based on the requirements outlined in the Person Specification Form. |
| **DETAILS:** |

|  |
| --- |
| **5.5 WHY YOU ARE APPLYING FOR THE POST:**  Please outline why you are applying for this position / or add in any other relevant information. |
| **DETAILS:** |

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| --- |
| **Criminal record** |
| Certain criminal convictions are considered “spent” under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016, meaning they do not need to be disclosed to employers. However, specific exceptions apply to certain jobs and activities where disclosure may still be required.  Guidance on whether a conviction should be disclosed can be found through official sources such as the Irish Statute Book or by consulting legal advice. Please disclose any criminal convictions except those that are “spent” under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 or otherwise protected by law. |
| **Declaration** |
| I confirm that the above information is complete and correct and that any untrue or misleading information may give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Organisation being satisfied with the results of a series of relevant checks, including references, eligibility to work in Ireland, disclosure of criminal convictions (where permitted under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016), the completion of a probationary period and, where applicable, a medical assessment in line with the provisions of the Employment Equality Acts 1998–2015   |  | | --- | | **Signed: Date:** | |

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| --- | --- | --- |
| **5.6 APPLICANT CHECKLIST/PLEASE CHECK THAT YOU HAVE COMPLETED THE FULL APPLICATION FORM**  We recommend that you check your application form carefully before submitting it, to ensure that you have included all the required information and that you have fully answered all questions, i.e. that: | | |
| **1** | Personal details have been completed. |  |
| **2** | The information you have provided with regard to your qualifications shows clearly the dates (DD/MM/YY), courses undertaken, college names, qualification granted.  You have included with Form A1 proof of your qualifications. |  |
| **3** | The information you have provided on your employment clearly shows the dates (DD/MM/YY), job titles, and core responsibilities, and that there are no gaps. |  |
| **4** | Section 5 has been completed in full. |  |
| **5** | Why you are applying for this position/Additional Information section has been completed. |  |
| **6** | **SIGNED DECLARATION.** (If you are submitting your Application Form via email, we will accept it with an unsigned Declaration. However, if you are invited for interview, you will be required to sign the Declaration at interview.) |  |
| **7** | Sending in proof of qualification |  |

**NB: if all required details/documents (as above) are not submitted with your application, we will be unable to process your application to the next stage, i.e. shortlisting/interview.**