MOYROSS DEVELOPMENT CLG

**DELETION OF ANY FIELD WILL INVALIDATE THIS APPLICATION**

**Applicants, please note:**

1. The advertisement states that electronic applications will **ONLY** be accepted, the Application Form should be emailed to the dedicated email address provided in the advertisement and only to that address.
2. The completed form must arrive at the dedicated email address on or before the date and time stated in the advertisement. Late applications will neither be accepted nor considered.
3. For further information or clarification please contact Andrew O’Byrne (085-8520463) or Elaine Slattery (087-2835790)
4. Canvassing will disqualify.
5. **DO NOT**
* enclose/attach a Curriculum Vitae or
* enclose/attach any certificates.

 The successful candidate will be required to present original documents in relation to qualifications prior to appointment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Office use only** | **Received by:** | **Date:** | **Time:** |



      

**We are an Equal Opportunities Employer**

**Form A1**

**Reference No: \_\_\_\_\_\_\_\_\_\_**

*(Office use only)*

APPLICATION FORM

Moyross Youth Academy

**Position(s) being applied for:**

**Moyross Youth Diversion Project Co-ordinator Full Time Post ☐**

**Céim ar Chéim Probation Project Youth Justice Worker Part Time Post ☐**

**Céim ar Chéim Probation Project Youth Justice Worker Part Time Post ☐**

**All Positions ☐**

|  |  |
| --- | --- |
| **Name in full (BLOCK LETTERS)** |  |
| **Postal Address (BLOCK LETTERS)** |  |
| **Phone Number** |  |
| **Email Address** |  |
|  |  |
| **Current Employment** |
| **Name of current (last) employer** |  |
| **Address** |  |
| **Phone Number** |  |
| **Contact Name** |  |
|  |  |
| **Referees (*Please give details of referees who would support your application)*** |
| **1. Name** |  | **2. Name** |  |
| **Address** |  | **Address** |  |
| **Phone** |  | **Phone** |  |
|  |
| **3 Name** |  | **4. Name** |  |
| **Address** |  | **Address** |  |
| **Phone** |  | **Phone** |  |
| **Do you give permission to contact referees** |  |
|  |  |
| **Declaration**  |
| **I hereby declare that all the particulars furnished on this application form are true and correct to the best** **of my knowledge and that I am aware of the qualifications, requirements and particulars for this post, as** **set out in the advertisement and other relevant documentation. Electronic Signature will suffice for** **application purposes.** |
| **Signed** |  | **Date:** |  |
| ***Please note that the signing of this application form (forms A1 and A2) indicates that you have read the job description(s) and any other information issued by the company and that you can comply with the requirements of the post. Any false statements could result in the application being declared invalid.*** |

\***Please Note:**

1. Only those referees who know you in a professional capacity should be included. At least \*three names

should be provided.

1. Close relatives and friends **should not** be listed as referees.
2. If the current employer (*where applicable*) is not named as a referee, the Selection Board reserves the right to seek a reference from the current employer should you be offered the post.
3. The Selection Board in its sole discretion will determine the suitability of any reference. The Selection Board further

reserves the right to seek from a candidate the names of additional referees.

**Application Form**

Youth Justice/Outreach Worker

**Form A2**

**Reference No: \_\_\_\_\_\_\_\_\_\_**

*(Office use only)*

|  |
| --- |
| **General Education** |
| **School or College Attended** | **From** | **To** | **Examinations** | **Results** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Academic and/or Professional Qualifications** |
| **Full Title Degree(s)****Qualification(s) held** | **Type & Grade of Honours** **(1st or 2nd Class, Gr I or II)** | **Subject(s) in final Exam** | **University,****College or****Examining****Authority** | **Year Degree /****Qual. Obtained** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **OTHER RELEVANT, NON-ACCREDITED COURSES – MOST RECENT FIRST** |
|  |

**Form A2**

**Reference No: \_\_\_\_\_\_\_\_\_\_**

*(Office use only)*

**Application Form**

|  |
| --- |
| **Employment Record** |
| Give below, in date order, full particulars of all employment (including also any periods of unemployment) between the date of leaving school or college and the date of taking up your present position. No period between these dates should be left unaccounted. If it is necessary to continue on a separate sheet, please set out the information in the same manner as below. **Candidates may be short-listed for interview on the basis of information supplied on their applications.** |
| From | **To** | **Name & address of Employer, Details of salary** | **Description of title and duties/responsibilities** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Form A2**

**Reference No: \_\_\_\_\_\_\_\_\_\_**

*(Office use only)*

**Application Form**

|  |
| --- |
| **Present Position** |
| **From (Date)** |  | **Title** |  |
| **Main responsibilities and significant features (including name and address of employer, salary).** |
|  |

|  |
| --- |
| **Please highlight from your experience, learning that demonstrates that you have the skills and capacity to undertake the role(s) being applied for.** |
|  |

|  |
| --- |
| **Please indicate any particular experience, innovations or achievements you consider an Interview Board should be aware of when assessing your application.** |
|  |

|  |
| --- |
| **Please outline any information highlighting your experience of or understanding of the position of a worker in a Justice setting.** |
|  |

|  |
| --- |
| **Please outline your experience of developing and contributing to an Annual Work Plan specifically outlining your role in the Planning Process and in contributing to producing the Written Work Plan.** |
|  |

|  |
| --- |
| **Please outline your experience of implementing various monitoring tools to evaluate the effectiveness of interventions with the Target Group. If you have familiarity with specific (a) risk assessment tools, (b) programme impact tools (c) Individualised Programme Planning please provide details on your familiarity and how you used such tools.** |
|  |

|  |
| --- |
| **Referring to the draft Job Description for this position, please indicate four areas of the role that will present you with least challenge, and four areas that will present you with the greatest challenge? Having outlined these areas, please give reasons for your assessment.**  |
|  |

|  |
| --- |
| **Please outline any other supporting information that you consider would be relevant to your application for this particular post.** |
|  |

|  |
| --- |
| **Please indicate how you think you can contribute to the ethos and success of the organisation.**  |
|  |

**Application Form**

The following questions are additional for those applying for the YDP Co-ordinators position.

|  |
| --- |
| **Please outline your experience of preparing, monitoring & implementing project budgets and reporting mechanism used to provide financial information.**  |
|  |

|  |
| --- |
| **Please outline your experience of leading a staff team. Please specify the specific duties you performed in leading a staff team.**  |
|  |

|  |
| --- |
| **Please outline your experience of (a) reporting to a Committee/Board Structure (b) networking with other agencies in a community setting (c) liaising with parents of participants.** |
|  |

|  |
| --- |
| **Please outline your experience of project administration or project co-ordination not already covered in the questions above and which are relevant to this position.** |
|  |

**Form A2**

**Reference No: \_\_\_\_\_\_\_\_\_\_**

*(Office use only)*

**Application Form**

|  |
| --- |
| **Please indicate your IT skills / experience:**  |
|  |

|  |
| --- |
| **If offered appointment when could you take up duty?** |
|  |

This application form, when completed, should be returned along with cover letter by Friday 4th April 2025 @ 12 noon **by email to** : **myajobrecruitment@gmail.com**

***Moyross Development CLG is an equal opportunities employer. For further information or clarification please contact Andrew O’Byrne (085-8520463) or Elaine Slattery (087-2835790)***