**APPLICATION FORM**

Fostering First Ireland (FFI) provides a range of social care services to children and young people. We are committed to protecting vulnerable people from harm. As such, our staff and anyone else undertaking work for FFI accept and recognise their responsibilities to develop and maintain an awareness of safe care when delivering services. Our duty of care to children and young people is explicitly written into our policies, procedures, and practice material. Our recruitment and selection/assessment procedures for all our staff are designed to safeguard children/young people by ensuring that we only appoint suitable individuals.

**CONFIDENTIAL**

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| **Position Applied For** | **Business Administrator – Proof Reading and Copy Editing**  |
| **Closing Date** | 02/04/25 |
| **Job Location**  | Dublin 8 |
| **Where did you see this post advertised?** |  |

**DETAILS OF CANDIDATE**

|  |  |
| --- | --- |
| **Title (Mr/Mrs/Miss/Ms/Other)** |  |
| **First Name** |  |
| **Surname** |  |
| **Any Other Surname(s)** |  |
| **Current Address including Eircode** |  |
| **Contact Number** |  |
| **Email Address** |  |
| **Place of Birth** |  |
| **Have you lived outside of Ireland for a period of 6 months or more** | Yes [ ]  No [ ] ***If Yes – please give details:*** |
| **If applicable, if you require a work Permit to work in Ireland, do you have existing permission to work in the State?** | Yes [ ]  No [ ]  Not Applicable [ ] ***If Yes – please give details:*** |
| **Do you hold a current valid driving licence?** | Yes [ ]  No [ ]  |
| **Do you have access to a vehicle?** | Yes [ ]  No [ ]  |
| **Do you know anyone currently working for the company?** | Yes [ ]  No [ ] ***If Yes – please give names:*** |

Please ensure the application form is fully completed and that you demonstrate the skills /experience clearly against the ‘Essential /Desirable’ criteria within the person specification as shortlisting will apply.

**CV’S WILL BE ACCEPTED, BUT ASSESSMENT FOR INTERVIEW WILL BE MADE FROM THE APPLICATION FORM**

**EMPLOYMENT HISTORY**

Please provide details of all your employment history in sequence with the most recent first. Where you have had a break in your employment history please gives details. We may make further enquiries in relation to the details below. Please add additional lines as required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name, address and nature of business** | **Position held and main duties** | **Dates** **(month & year)** | **Reason for leaving and salary details** |
| **From** | **To** |
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| --- | --- |
| **Have you ever been involved in any disciplinary proceedings or subject to a disciplinary investigation?** | Yes [ ]  No [ ]  |
| **In addition, please confirm whether there have been any allegations raised against you or any investigations previously in respect of childcare issues or other matters which may be of relevance if working for an organisation offering a range of services to vulnerable people.** | Yes [ ]  No [ ]  |
| **If yes please state the nature of the allegations/investigations/ proceedings and outcome** |  |
| **How much notice does your present employer require?** |  |

**EDUCATION, TRAINING AND QUALIFICATIONS**

Please provide details of examination passes, qualifications, obtained etc. You will be required to provide proof of relevant professional qualifications. Please provide details in sequence with the most recent first. Where you have had a break in your education history, please give details.

**Third Level Education Details**

|  |  |  |
| --- | --- | --- |
| **Colleges and universities attended (**most recent first) | **Dates** (month and year) | **Qualifications gained**(levels and grades) |
| **From** | **To** |
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**Second Level Education Details**

|  |  |  |
| --- | --- | --- |
| **Secondary School Details** | **Dates** (month and year) | **Exams Completed** |
| **From** | **To** |
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**Other relevant training courses (including in house courses) completed which are relevant to the post.**

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| --- | --- |
| **Organisational body and title** | **Brief description of course content, dates attended and qualification** (if applicable) |
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| **Details of current membership of professional organisations** |  |
| **If you are a social worker, could you please confirm your Social Work registration number or equivalent** |  |

**SKILLS AND EXPERIENCE**

In your own words, please explain why you consider yourself suited to this position outlining what you would contribute to the post if appointed, by referring to the job description and/or person specification.

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**COMPUTER COMPETENCE**

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| --- | --- | --- | --- | --- |
| Software Package | No Knowledge | Limited Familiarity | Extensive Use in Work Situation | Qualification (if held) & Title of Award |
| Microsoft Word |[ ] [ ] [ ]   |
| Microsoft Excel |[ ] [ ] [ ]   |
| Microsoft PowerPoint |[ ] [ ] [ ]   |
| Other (specify) |  |  |

**OTHER SUPPORT INFORMATION**

**INTERESTS**

Please describe any leisure or other interests, including voluntary/community work which you may feel relevant to the post

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**REFEREES**

Please provide the names and addresses of two referees, one of whom should be your present or most recent employer. Please note that references are **not accepted** from close personal friends or relatives. If you do not wish your employer to be contacted at this stage please tick the box [ ]

We reserve the right to contact all previous employers should you be offered this post.

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| --- | --- | --- | --- |
| **Full name and job title** | **Address, contact number and email address** | **The capacity in which you are known / relationship** | **Period known** |
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**CONVICTIONS / CAUTIONS**

Please provide details below of convictions for any offence (including traffic convictions, appearance before a court) or formal convictions from An Garda Siochana for any offence (including cautions as a juvenile) or any bind-overs imposed by any court.

If you have been convicted or cautioned you may still be eligible for appointment depending on the nature and circumstances of the offence. However, failure to disclose could count against you.

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| --- | --- | --- | --- |
| **Date** | **Court/Police station that dealt with matter** | **Offence** | **Result** |
|  |  |  |  |

Please give details of any charge or summons at present outstanding against you.

|  |  |  |
| --- | --- | --- |
| **Date of alleged offence** | **Nature of alleged offence** | **Court/Police station dealing with the matter** |
|  |  |  |

A Garda Vetting check will be conducted on successful applicants.

**DECLARATION**

I declare that all the information I have provided with this application is true to the best of my knowledge and belief, and that I have not withheld any relevant information. I understand that if I have made any false statements or omitted any information either on this form or on my pre-employment health questionnaire, I am liable to have my application rejected, or if appointed, liable to disciplinary action which may result in dismissal on the grounds of dishonesty. I declare there is no reason why I should not be considered suitable to work in an environment where I may come into contact with vulnerable people.

**By ticking this box I confirm I have read and understood the Declaration**  [ ]

By submitting this application form or CV, you understand that we will process your personal data in one or more of the following circumstances: where we need to do so to take steps at your request prior to entering into a contract with you, or where we need to comply with a legal/safeguarding obligation or where it is necessary for our legitimate interests (or those of a third party), and your interests or your fundamental rights and freedoms do not override our interests. For more details, see our Applicant Privacy Notice available on our website at [www.fosteringfirstireland.ie/privacy-notice](http://www.fosteringfirstireland.ie/privacy-notice)