To complete this form, save a copy to your own system. Use the tab key to move through the various sections and enter details as directed. You can return the completed document, as directed in the advertisement. Please start with your most recent employment & education history. **Candidates will be short listed for interview on the basis of information supplied on their application form.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Post applied for:** |  | | | | | |
| **Full Name:** |  | | | **Full Clean Driving Licence:** | | Yes  No |
| **Address:** | | | | **Mobile Number:** | |  |
| **Email address:** | |  |
| **Education and Qualifications:** | | | | | | |
| Name of College / School attended (most recent first) | | From:  To: | Full time or Part time | | Qualification, Diploma or Degree | |
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| **Membership of Professional bodies** |
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**EMPLOYMENT HISTORY (CURRENT OR MOST RECENT FIRST)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Present or last employer, name and address, type of business:** | | | |
| **Dates employed: MM/YY – MM/YY** | | | |
| **Position Held:** |  | | |
| Brief description of duties: | | | |
| Notice required: | | Current salary € |  |
| Reason for leaving: | | | |
| **Previous employer, name and address, type of business:** | | | |
| Dates employed: MM/YY – MM/YY | | | |
| Position(s) held: |  | | |
| Brief description of duties: | | | |
| Reason for leaving: | | | |
| **Previous employer, name and address, type of business:** | | | |
| Dates employed: MM/YY – MM/YY | | | |
| Position(s) held: | | | |  |
| Brief description of duties: | | | |
| Reason for leaving: | | | |

**Please add further rows for additional employers as required**

|  |
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| **Any additional employment information you would like to include:** |
|  |

**IF YOU WANT TO INCLUDE YOUR STUDENT PLACEMENT HISTORY, PLEASE INCLUDE IT HERE.**

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| --- | --- |
| **Agency name and address, type of business:** |  |
| Brief description of duties: | |
| Dates of placement: MM/YY – MM/YY | |
| **Agency name and address, type of business:** |  |
| Brief description of duties: | |
| Dates of placement: MM/YY – MM/YY | |
| **Agency name and address, type of business:** | |  |
| Brief description of duties: | |
| Dates of placement: MM/YY – MM/YY | |

**Please add further rows for additional employers as required**

**IF YOU WANT TO INCLUDE ANY VOLUNTEERING HISTORY, PLEASE INCLUDE IT HERE.**

|  |  |
| --- | --- |
| **Agency name and address, type of business:** | |
| Brief description of duties: | |
| Dates of involvement: MM/YY – MM/YY | |
| **Agency name and address, type of business:** | |
| Brief description of duties: | |
| Dates of involvement: MM/YY – MM/YY |  |
| **Agency name and address, type of business:** |  |
| Brief description of duties: |  |
| Dates of involvement: MM/YY – MM/YY |  |
| **Agency name and address, type of business:** |  |
| Brief description of duties: |  |
| Dates of involvement: MM/YY – MM/YY |  |

**Please add further rows for additional employers as required**

**PLEASE DESCRIBE HOW YOU MEET THE REQUIREMENTS OF THE POST:**

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| **Any other information that may help in assessing your application:** |
|  |
| You are invited to include/attach on a separate sheet any relevant supplementary documents in support of your application. (Maximum of 3 A4 sized pages will be accepted) |

Please indicate the names of two referees one of which should be your most recent employer. We will not contact any referee without your permission.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Referee:** | **Address:** | **Mobile:** | **Email address:** |
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| **Declaration:**  I hereby declare that all statements given by me on this application are true and correct without omission and that any inaccurate or untrue statements given may disqualify my application or render me liable to dismissal if employed. I further declare there is no known reason or event that would render me unsuitable for the post or to work in a youth and community organisation. Upon request, I will present original certification for qualifications or transcripts as relevant***.***  All employment is subject to the receipt of satisfactory references, Garda Vetting and a medical examination. | | |
| **Signature:** |  | **Date:** |

**A completed signed application form together with a covering email outlining your suitability for the position (250 words maximum) should be returned to:** [**jobs@wstcys.ie**](mailto:jobs@wstcys.ie)

**Applications received after the closing date set for any position advertised will not be accepted.**