**Application Pack**

**Family Support / Community Development Worker**

### Killaloe/Ballina Community & Family Resource Centre,

### The Green, Killaloe, Co. Clare

# **Explanatory Notes for Candidates**

### Please read these instructions fully before completing Forms A1 and A2.

1. This Job Application Form is designed in such a way that all your personal details will be outlined on Form **A1** and will be used for administration purposes only. All specific information furnished by you relating to the post on offer will be outlined on Form **A2.**
2. Shortlisting 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.
3. Read through the Application Form fully and then complete both Forms **A1** (one page) and **A2** (six pages). Handwritten Application Forms will not be accepted.
4. Keep a copy of your completed Job Application Form.
5. Applications will only be accepted on the official Job Application Form and should be received by **9am on Monday, 13 January 2020.** Late applications will not be considered.
6. Return the completed Application Form to the Recruitment Administrator:

**Killaloe/Ballina Community & Family Resource Centre**

**The Green, Killaloe, Co. Clare**

**-or-**

**recruitment@kbfrc.ie**

1. Application Forms sent by e-mail must be attached as a PDF. You must have time-stamped proof that the application form was sent and received to support any allegations of a loss or delay. This proof must be presented to the Recruitment Administrator within 72 hours of the closing date and time.
2. If posting a hard copy of the Application Form, a Post Office ‘Certificate of Posting’ must support any allegations of a loss or delay in the post. In the event of such a loss or delay, a photocopy of the completed application form and the ‘Certificate of Posting’ must be presented to the correspondence address above within 72 hours of the above closing date and time.
3. Do not forward any cover letter, Curriculum Vitae, Certificates or References with the Application Form.
4. Referees will only be contacted by the Centre with the permission of the candidate.
5. Canvassing will disqualify.
6. Personal Data provided by the candidate will be used for recruitment purposes only and will be protected in line with Killaloe/Ballina Community & Family Resource Centre Data Protection and Retention Policies.

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| Killaloe/Ballina Community & Family Resource Centre, The Green, Killaloe, Co. Clare | **Application Form****A1** |

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| **CONFIDENTIAL** | **office****use only** |  |

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| APPLICATION FOR POST OF **Family Support / Community Development Worker** |

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| **PERSONAL DETAILS** |
| Name: |
| Address: |
| Telephone Contact Number(s): |
| E-mail:  |

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| **REFERENCES** |
| Give details of two referees, including your current or most recent work placement, who would support your application.  |
| In the event of a job offer, would you be willing to give **Killaloe/Ballina Community & Family Resource Centre** your permission to contact the two referees for a reference? Yes  No |
| **1. Current or last employment (Supervisor or Line Manager)** |
| Name: | Organisation / Company:  |
| Address: |
| Email:  | Telephone No: |

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| **2. Second Reference** |
| Name: | Organisation / Company: |
| Address: |
| Email:  | Telephone No: |

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| **DECLARATION** |
| I certify that the information given in this application is accurate and complete to the best of my knowledge.Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Please note that the signing of this application form (forms A1 and A2) indicates that you have read the job description and any other information issued by the FRC and that you can comply with the requirements of the post. Any false statements may result in the application being declared invalid. |

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| Killaloe/Ballina Community & Family Resource Centre, The Green, Killaloe, Co. Clare | **Application Form****A2** |

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| **CONFIDENTIAL** | **office****use only** |  |

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| APPLICATION FOR POST OF **Family Support / Community Development Worker** |

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| **EDUCATIONAL DETAILS**Starting with the most recent, list all Certificates, Diplomas and/or Degrees and specify dates of attainment. Candidates called to interview will be asked to present verification of awards. |
| COURSE TITLE, QQI LEVEL & AWARDING BODY | YEAR COMPLETED |
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| Starting with the most recent, list other non-accredited and/or relevant courses and specify dates of attainment.  |
| COURSE TITLE & TRAINING ORGANISATION | YEAR COMPLETED |
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| **MEMBERSHIPS**List all Professional Bodies, Voluntary and Community Sector Organisations, etc. of which you are or have been a member. If you played a specific role or undertook special responsibility within the organisation, please give details |
| NAME OF PROFESSIONAL BODY, VOLUNTARY &/or COMMUNITY ORGANISATION, ETC. | YEAR(S) OF MEMBERSHIP |
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**WORK EXPERIENCE** Starting with the most recent, give details of your work experience – include voluntary and unpaid work you feel may be relevant to this post |
| **Name of Current (or Last) Employer:**  |
| Indicate the Sector: Community and Voluntary Private Public |
| Date of commencement: | Date of termination: |
| Outline reason(s) for leaving (if applicable): |
| Position Title: |
| Specify the type of work:Paid  Voluntary  Hours per Week: |
| Outline main tasks of the post: |
| 1 | 2 |
| 3 | 4 |
| 5 | 6 |

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| **Name of Previous Employer:** |
| Indicate the Sector: Community and Voluntary Private Public |
| Date of commencement: | Date of termination: |
| Outline reason(s) for leaving (if applicable): |
| Position Title: |
| Specify the type of work:Paid  Voluntary  Hours per Week: |
| Outline main tasks of the post: |
| 1 | 2 |
| 3 | 4 |
| 5 | 6 |

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| **Name of Previous Employer:** |
| Indicate the Sector: Community and Voluntary Private Public |
| Date of commencement: | Date of termination: |
| Outline reason(s) for leaving (if applicable): |
| Position Title: |
| Specify the type of work:Paid  Voluntary  Hours per Week: |
| Outline main tasks of the post: |
| 1 | 2 |
| 3 | 4 |
| 5 | 6 |

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| **Name of Previous Employer:** |
| Indicate the Sector: Community and Voluntary Private Public |
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| Outline reason(s) for leaving (if applicable): |
| Position Title: |
| Specify the type of work:Paid  Voluntary  Hours per Week: |
| Outline main tasks of the post: |
| 1 | 2 |
| 3 | 4 |
| 5 | 6 |

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| **SUITABILITY FOR THE POST:**Please answer all of the following questions. |

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| Under the headings below please outline your understanding, experience, skills and abilities in relation to the post of Family Support / Community Development Worker. In your answer please outline when, and for how many years, you were engaged in the relevant activity. Continue on a separate sheet if necessary. |
| **Working as part of a team** |
| **Providing family support in a community-based setting (including experience of organising community events)**  |
| **Liaising / networking and working in partnership with community, voluntary and statutory agencies and organisations** |
| **Planning, developing and delivering programmes, activities and/or services to groups, with particular reference to families, parents and young people.**  |
| **Providing one-to-one supports directly to parents / families** |
| **SUITABILITY FOR THE POST (Continued):** |

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| **Delivering parent support programmes** |
| **Providing information to individuals and groups** |
| **Keeping confidential records and recording interventions** |
| **Report writing, evaluations and funding applications** |
| **IT & Social Media Skills**Please outline your competency level with the Microsoft Office Suite of applications. Please list the Social Media platforms that you can use. |

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|  **SUITABILITY FOR THE POST (Continued):** |

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| **Experience of working with a voluntary board of directors** |
| **Knowledge / understanding of TUSLA’s Meitheal National Practice Model** |
| **Familiarity with Children First: National Guidance for the Protection and Welfare of Children**  |

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| With reference to the Person Specification and Job Description - why do you think that you are particularly suitable for this position?  |
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| Have you access to your own transport for work?  Yes  No |
| Do you have a clean full driving licence?  Yes  No |
| Can you provide a letter of indemnification from your insurer?  Yes  No |

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| Are there any legal restrictions on your availability to take up employment? If YES please give details. |
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| If appointed, when could you commence employment with **Killaloe/Ballina Community &** **Family Resource Centre?** |
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