***Application Form***

***To comply with the Data Protection Acts 1988 and 2018, the Data Protection (Amendment) Act 2003 and the General Data Protection Regulation 2018 (GDPR), the information you provide will be kept for the purposes of monitoring and will be copied for use during the recruitment process. Once the recruitment process is completed, if you are a successful candidate, relevant information will be taken from this form and used as part of your personnel record. If you are an unsuccessful candidate the organisation will hold your data for six months and may contact you should a suitable position become available.***

***By completing and signing this form you are adding your consent to process and retain your data in line with the Privacy Notice for Job Applicants as detailed on the organisation’s website.***

**Please read carefully all instructions before completing this form.** **Please use BLOCK CAPITALS, black ballpoint pen or typescript since it will be necessary to photocopy your application.**

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| --- | --- |
| **Application for the post of:**  **Location:** | |
| **Job reference number (if known)** | **Closing Date:** |
| **Please state where you first**  **saw this post advertised:** | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Forename (s)** | **Surname** | | **Your preferred pronoun** |
| **Address**  **Post Code** | | | |
| **Home telephone number** | | **Mobile telephone number** | |
| **Email address** | | **Do you have a PPS Number?**  **YES [ ] NO [ ]** | |

**Education, qualification and training**

Please include relevant qualifications obtained and any relevant training courses attended

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| --- | --- | --- |
| **Subjects studied and / or training completed.** | **Grades and / or qualifications gained** | **Date** |
|  |  |  |

**Professional Qualifications/Registrations (Please give details if applicable)**

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| --- | --- | --- |
| **Name of professional body** | **Membership grade** | **Date** |
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**Employment History**

**(Current or most recent employer)**

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| --- | --- | --- | --- |
| Give details of your present or most recent employer, your reason for leaving and the amount of notice you require, if you are a school leaver, please include details of any work experience. | | | |
| Name and address of Employer | From Month Year | To Month Year | Notice required |
|  |  |  |  |
| Job Title | | | |
|  | | | |
| Description of duties and responsibilities | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | | | | | |  | | | | | | **Previous employment**  List all other employers, **account for any gaps in employment**. Continue on a separate sheet if required | | | | | Employers Name | Position Held | From  Month  Year | To  Month  Year |   Description of duties and responsibilities | | | |
| Reason for leaving | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | | **Previous employment**  List all other employers, **account for any gaps in employment**. Continue on a separate sheet if required | | | | | Employers Name | Position Held | From  Month  Year | To  Month  Year |   Description of duties and responsibilities |
| Reason for leaving |

**Knowledge, Skills & Experience**

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| **This is a vital part of the application.**  **Please read the Job Description and the Person Specification before completing this section.**  The information that you provide below helps us to shortlist applicants for interview. When completing this section, please refer to the job description and the person specification for the role, and tell us about how you meet our requirements described within these documents. Please tell us what you think you would be good at and why. Remember that we cannot make assumptions about what you know and what you have done, we will base our decisions about your application on what you have written. |
|  |
| If you are working in a similar role, please describe what it is about your work that you enjoy or if you do not work in a similar role, what about this particular position has attracted you? |
|  |
| Is there anything else that you would like to tell us that would be important for us to know? |
|  |
| **Ability to drive**    If the role requires you to drive in the course of your duties as stipulated in the Job Description, please confirm:-   1. How many years you have been fully qualified to drive. \_\_\_\_\_\_\_ 2. That you have a current full clean driving licence. Yes[ ] No [ ]      1. Have any driving endorsements? Yes [ ] No [ ]   If yes, please state what these endorsements are. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Are you legally permitted to work in Ireland without restriction?**  (Please tick) YES [ ] NO [ ]  **Equality & Diversity**  We are an equal opportunities and Disability Confident employer and we want to encourage people with disabilities to apply to work with us. All applicants who tick ‘yes’ to having disability - and who meet the essential criteria within the job description - will be invited to attend an interview. If you are invited to attend an interview, our Recruitment Team will be in touch with you to facilitate any reasonable adjustments.  Do you consider yourself to have a disability? YES [ ] NO [ ] Prefer not to say [ ] |
| **Criminal Records**  Please note that before any prospective employee can commence working with us, it is the requirement of the organisation to obtain a Garda Vetting Certificate in line with the Children and Vulnerable Persons) Acts 2012 to 2016. For more information, please visit: <https://www.garda.ie/en/about-us/online-services/garda-vetting> and <https://www.irishstatutebook.ie/eli/2012/act/47/enacted/en/html>  In general, you do not have to disclose a spent conviction, however, the non-disclosure regime under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 does not apply to employment relating to children or vulnerable adults. Guidance and criteria on the filtering of these cautions and convictions can be found on the Garda website.<https://www.irishstatutebook.ie/eli/2016/act/4/enacted/en/html>  Do you have any cautions, reprimands, final warnings or convictions that are not “protected” as defined by The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016  (Please tick) YES  NO  If YES, please give details below:-  **It is a criminal offence for a person to knowingly apply for a position which they are barred from. Is there any reason why you cannot work with children/adults at risk?**  (Please tick) YES  NO  If YES, please give details below:-  **If you are shortlisted for interview, you will be asked to complete a Self-Declaration, which will ask you to disclose relevant convictions and cautions.** |

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| **References**  If you are shortlisted for interview we will require a minimum of two referees, the first of which must be your current or most recent employer. If you have held a previous role within the Health and Social Care Sector, you are required to provide referee details for this employment. If you are only able to provide one employment reference, a second reference can be somebody of a professional background within the community, i.e. teacher, lecturer, doctor, accountant, Garda etc. Referees will be contacted if you are successful at interview. Employment is offered subject to successful completion of pre-employment checks which include receipt of two satisfactory references. We reserve the right to determine what constitutes a satisfactory reference. | | | | | | | | |
| **1. Current/most recent employer** | | |  | | **2. Second Referee (Previous Employer)** | |  | |
| **Title**  **Name** | |  | | | **Title**  **Name** |  | | |
| **Address**  **Work email address:** | |  | | | **Address**  **Work email address** |  | | |
| **Postcode** | |  | | | **Postcode** |  | | |
| **Telephone** | |  | | | **Telephone** |  | | |
| **Relationship to you:** | |  | | | **Relationship to you:** |  | | |
| **Further information**  In order for us to match successful applicants to appropriate services, please can you advise us below if you are related to, or if you personally know any staff member or person supported at any of our services?  **Declaration**  **I confirm that I am of suitable health to undertake the role that I have applied for.**  **I declare that the information contained on this application form is correct.**  **I understand that the information provided by me on this application form will be processed by the organisation in line with the Privacy Notice for Job Applicants as detailed on the organisations website and which I have read and understood.**  **I understand that I will be required to show evidence of my identity, qualifications and eligibility to work in Ireland as part of the pre-employment process and prior to a job offer being confirmed** | | | | | | | | |
|  | **Signature** | | | **Date** | | | |  |
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| Please return completed form along with proof of qualifications to Human Resources Department, Autism Initiatives, HR Department, Block 1, Newtown Business and Enterprise Park, Newtownmountkennedy, Co. Wicklow or email a copy to asdirecruitment@autisminitiatives.org | | | | | | | | |