

Glen Community Parent and Youth Group
Application for the post of Daycare Room Leader (30 hours)

Reference Number _____

Applications can be returned by post to Glen Parent Youth Group, Glen Community Complex, 41c, Suffolk Road, Belfast BT11 9PE. Or email to donna.glenparentdaycare@outlook.com. Completed applications will be accepted by email, post or hand delivered to Daycare Manager up until: **4pm on Friday 6th September 2024**

No applications received after this time will be considered.

Interviews will be held on 10th September 2024

PERSONAL DETAILS

NAME:

ADDRESS:

POSTCODE:

TEL. NO.

DOB

Do you have a full, current driving license? YES/NO

Do you own or have access to a car for work purposes? YES/NO

**Have you had any illness or medical complaints within the last year, which have necessitated absence from work for more than five consecutive days?
YES/NO**

If yes give brief details:

EMPLOYMENT HISTORY

Starting with your current or most recent employer list your employment history:

Name & address of current or most recent employer	Employed From To	Summary of main duties & responsibilities

Employment history continued:

Name & address of current or most recent employer	Employed From To	Summary of main duties & responsibilities

EDUCATION:

Please give details of your education starting at secondary level:

School/college attended	From To	Qualifications and grades attained

OTHER QUALIFICATIONS/TRAINING

Please give details of any other qualifications or training courses you have completed:

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PERSONAL STATEMENT

Please indicate how your work experience, qualifications, training and your own personal skills and abilities enable you to fulfil the responsibilities of the post as outlined in the job description:

REFEREES:

Please name two referees, both of whom should be familiar with your work, whom we can contact in relation to your application.

Name: _____ **Occupation:** _____
Address: _____

Tel No.: _____ **Capacity known to you:** _____

Name: _____ **Occupation:** _____
Address: _____

Tel No.: _____ **Capacity known to you:** _____

DECLARATION

I declare that the information I have provided on this application form is true and complete to the best of my knowledge

Signed: _____

Date: _____

**Completed applications will only be accepted by email to:
donna.glendparentdaycare@outlook.com**

or post to

Donna Reid McMahan

**Childcare Manager
Glen Parent Day-Care
Glen Community Complex
41c Suffolk Road
Belfast
BT11 9PE.**

Applications must be received by

4pm on Friday 6th September 2024

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