### Ionad Na Fuiseoige Logo.jpegSCOIL NA FUISEOIGE

### EMPLOYMENT APPLICATION FORM

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| **Post applied for** | **Early Years Co-Ordinator** |
| **Closing Date** | **February 14th, 2025 at 4pm** |

# PERSONAL DETAILS

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| --- | --- | --- |
| **Name** | **:** |  |
| **Address** | **:** |  |
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|  |  |  |
|  |  |  |
| **Telephone No. - Home** | **:** |  |
| **Telephone No. - Mobile** | **:** |  |
| **Email** | **:** |  |
|  |  |  |
| **National Insurance No.** | **:** |  |

# EDUCATIONAL BACKGROUND

Secondary level and further and higher education.

Qualifications must be gained by the date of the application form.

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| **Level** | **Subject** | **Grade** | **Awarding body** | **Date Passed** |
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**EMPLOYMENT HISTORY** (Start with current/most recent and go back)

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| --- | --- | --- | --- | --- |
| **Dates** | **Employer** | **Details** | **Salary** | **Reason for****Leaving** |
| From:To: |  | Position:Duties: |  |  |
| From:To: |  | Position:Duties: |  |  |
| From:To: |  | Position:Duties: |  |  |
| From:To: |  | Position:Duties: |  |  |
| From:To: |  | Position:Duties: |  |  |
| From:To: |  | Position:Duties: |  |  |

**ESSENTIAL SHORT-LISTING CRITERIA**

Using the personnel specification, how do your skills, experience and abilities relate to this post? You must demonstrate how you adequately meet the following criteria as listed in the personnel specification. Short-listing for this post will be undertaken using only the information you have provided.

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| Qualifications and Experience* A level 5 qualification in Leadership and Childcare or equivalent, or a degree in a relevant subject.
* Minimum of one year’s recent experience managing a childcare facility/children’s services.
* Minimum of five years’ experience working with pre-school children in group based or advisory role.
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| Knowledge and Understanding* Knowledge of minimum standards for the regulation of childcare provision.
* Proven experience of managing staff - staff induction, supervision, and appraisal processes.
* Knowledge and understanding of the importance of quality play for children’s development.
* Experience of dealing with child protection issues and procedures.
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| Skills and Abilities* Ability to manage and motivate a staff team and to work on own initiative.
* Demonstrable IT skills.
* A flexible approach to working hours.
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**DESIRABLE SHORT-LISTING CRITERIA**

Using the personnel specification, how do your skills, experience and abilities relate to this post? You must demonstrate how you adequately meet the desirable criteria as listed in the personnel specification. Short-listing for this post will be undertaken using only the information you have provided.

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| * A working knowledge of the Irish language.
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# REFERENCES

Please give the name and address of two persons who would be willing to supply a reference (one of which must be your present or last employer, if applicable).

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| --- | --- | --- |
| **Name** | **:** |  |
| **Position** | **:** |  |
| **Address** | **:** |  |
|  |  |  |
|  |  |  |
| **Tel** | **:** |  |
| **Email** | **:** |  |
|  |  |  |
| **Capacity in which known to you** | **:** |  |

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| --- | --- | --- |
| **Name** | **:** |  |
| **Position** | **:** |  |
| **Address** | **:** |  |
|  |  |  |
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| **Tel** | **:** |  |
| **Email** | **:** |  |
|  |  |  |
| **Capacity in which known to you** | **:** |  |

**Declaration**

I declare that all the foregoing details given in this application are true to the best of my knowledge. I understand that if I knowingly provide false or withhold material information in support of my application I may be dismissed from any post gained as a result.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Return to:** Theresa Brady

 Manager

Scoil na Fuiseoige

6 Summerhill Road

Belfast

BT17 0RL

Telephone number: 028 90620373

**HEALTH, DISABILITY & MEDICAL**

In order to offer you a fair and equal selection interview, is there anything we need to know about your general state of health? Is there anything you think might affect your ability to carry out the duties of the post?

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Please state how many days off work due to sickness you have had during the last 12 months.

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###### **Rehabilitation of Offenders Act 1974**

Please give details of any convictions (date, conviction, sentence etc.) that you may have which are not excluded by the Rehabilitation of Offenders Act 1974.

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###### **Access NI**

For some posts, working with young children and/or vulnerable adults, Ionad na Fuiseoige is required to carry out an Access NI check on individual members of staff. If selected for appointment, would you be willing to undergo an Access NI check?

**YES NO**

**If “No”, please explain.**

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