Logo, company name

Description automatically generated**APPLICATION FORM**

Brighter Futures for Children is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of Gender, Civil Status, Family Status, Sexual Orientation, Religion, Age, Disability, Race or Membership of the Traveller Community.

**Position Applied For (SCW/SCTL):**

|  |
| --- |
| **Where did you see this job advertised?:** |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Name** |  |
| **Date of Birth (Optional)** |  |
| **Address and Eircode** |  |
| **Mobile** |  |
| **Email Address** |  |
| **PPS Number** |  |

**Which of the following most accurately describes you?**

|  |  |
| --- | --- |
| **Male** |  |
| **Female** |  |
| **Other** |  |
| **I prefer not to say** |  |

**Have you worked or lived outside of Ireland or Northern Ireland for more than 6 months over the age of 16 years of age?**

Yes  / No

If you answered yes, you will need to obtain a police clearance certificate from that particular country if you are successful at interview.

**EDUCATION**

***UNIVERSITY / FURTHER EDUCATION***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full Course Title** | **Attained From**  ***(name which educational institution the qualification was obtained)*** | **Level Attained**  ***(BSc, BSc Hons, BA etc.)*** | **Grade Attained** | **Year Attained**  ***(insert completion date of course)*** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**PRESENT EMPLOYMENT DETAILS**

*(If unemployed at the time of application, please leave blank.)*

|  |  |
| --- | --- |
| **Job Title** |  |
| **Employers Name** |  |
| **Present Salary** |  |
| **Start Date** |  |
| **Notice Period** |  |
| **Summary of Key Responsibilities** | |
|  | |

**DETAILS OF PREVIOUS EMPLOYMENT HISTORY**

Starting with most recent, please provide details of all positions (paid, unpaid and voluntary) you have held, accounting for any gaps in your employment history. Please ensure to provide full details of months and years as this is crucial to the short-listing process.

|  |  |
| --- | --- |
| **Job Title** |  |
| **Employers Name** |  |
| **Salary** |  |
| **Dates to and from (Month & Year)** |  |
| **Summary of Key Responsibilities** | |
|  | |

|  |  |
| --- | --- |
| **Job Title** |  |
| **Employers Name** |  |
| **Salary** |  |
| **Dates to and from (Month & Year)** |  |
| **Summary of Key Responsibilities** | |
|  | |

|  |  |
| --- | --- |
| **Job Title** |  |
| **Employers Name** |  |
| **Salary** |  |
| **Dates to and from (Month & Year)** |  |
| **Summary of Key Responsibilities** | |
|  | |

|  |  |  |
| --- | --- | --- |
| **ESSENTIAL CRITERIA** | | |
| **SECTION 1:** The following are ESSENTIAL criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criterions. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below. | | |
| **Factor** | **Criteria** | **Method of Assessment** |
| **Qualifications/ Experience** | * 1. **If you have one of the qualifications listed below, you may be short-listed. (Reference to QQI level 7, 8 or above qualification refer to obtainment of degree level qualification)** * Minimum QQI Level 7 in Health & Social Care * QQI Level 8 in Psychology * QQI Level 7 or Professional Practice Qualification in Child & Adolescent Psychotherapy * QQI Level 7 or Professional Practice Qualification in Counselling / Psychotherapy * QQI Level 7 or Professional Practice Qualification in Addiction Counselling * QQI Level 7 in Youth and Community or similar * QQI Level 7 in Social Science / Social Studies * QQI Level 7 in Family Support • Professional Qualification in Teaching (Not TEFL) * Professional Qualification in Nursing Studies * QQI Level 7 in Disability Studies * QQI Level 7 in Applied Behavioural Analysis * QQI Level 7 in Early Years Care where centre caters for children under 12 years. * BA in Applied Policing or equivalent * Holder of Higher Certificate in Custodial Care (Irish Prison Service) or equivalent * No qualification or non-relevant qualification but holder of CORU registration as a Social Care worker .   **If you have applied for a Social Care Team Leader position, you must also have 2 years’ full-time experience working with children at Social Care grade**  **Terms & Definitions**  *\*\* Full time is considered 40 hours per week\*\**  *\*\*Social Care Grade is considered any paid work with children since obtainment of your degree\*\** | **Shortlisting by Application Form** |
| **Other** | * 1. Hold a full clean driving licence (manual) valid for use in ROI/ UK and have access to a car on appointment. In respect of this point the successful applicant may be required to travel throughout Ireland and Northern Ireland to BFFC sites.   2. Have legal permission to work in the Republic of Ireland. | **Shortlisting by Application Form** |
| **SECTION 2:** The following are ESSENTIAL criteria which will be measured during the interview/ selection stage: | | |
| **Skills/ Abilities/ Knowledge** | Candidates who are shortlisted for interview will need to demonstrate at interview that they have the required competencies to be effective in this demanding role. The competencies which will be assessed at interview are as follows:   * Emotional Intelligence * Communication * Conflict Resolution * Safeguarding * Problem Solving * Management of Written Records * Teamwork | **Interview** |

**ESSENTIAL CRITERIA:**

**Section 1.1**

**Do you hold a relevant qualification appropriate to this role as listed above? Please provide further details in the box below.**

Yes  No

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Award (00/00/00)** | **College / Educational Institution** | **Name of Course** | **Award** |
|  |  |  |  |
|  |  |  |  |

**If you have applied for a Social Care Leader position, please indicate if you have 2 years' experience working with children at social care grade. Please provide further details in the text box below.**

Yes No

**Section 1.2**

*Candidates must hold a full clean driver’s license from the Republic of Ireland and the United Kingdom*

|  |  |  |
| --- | --- | --- |
| **Do you hold a full, clean driving license?** | **YES** | **NO** |
| **If yes, what date did you gain this license?** |  | |
| **Do you hold any convictions or endorsements?** | **YES** | **NO** |
| **If yes, please detail:** |  | |
| **Are you awaiting any convictions or endorsements?** |  | |
| **If yes, please detail:** |  | |

**Section 1.3**

*Candidates must have legal right to work in the Republic of Ireland*

|  |
| --- |
| **Do you require Authorisation to work in Ireland?**  Yes  / No |
| **If yes, please provide details:** |

**REFERENCES**

Please provide the name and contact details of three references we can contact to provide details of your suitability for this post. We will not contact referees until you have accepted an offer of employment.

* **One reference MUST be from your current or most recent employer**
* References can’t be from friends or relatives and MUST be from a Manager.
* References must be from different organisations (Unless you had different jobs and managers within the same organisation – no more than 2 references can come from the same organisation)
* You can choose 1 academic reference or a reference from voluntary work if you have not got the required number of references from paid employment
* The contact details you provide below MUST be the referees professional contact details.

|  |  |
| --- | --- |
| **REFERENCE ONE** | |
| **Name** |  |
| **Job Title** |  |
| **Working relationship to applicant** |  |
| **Address including eircode** |  |
| **Telephone Number** |  |
| **Email Address** |  |
| **REFERENCE TWO** | |
| **Name** |  |
| **Job Title** |  |
| **Working relationship to applicant** |  |
| **Address including eircode** |  |
| **Telephone Number** |  |
| **Email Address** |  |
| **REFERENCE THREE** | |
| **Name** |  |
| **Their Job Title** |  |
| **Relationship To Applicant** |  |
| **Your Job title** |  |
| **Address including eircode** |  |
| **Telephone Number** |  |
| **Email Address** |  |

**OTHER**

**Please outline any special arrangements you require to facilitate the interview process:**

**APPLICANTS MUST COMPLETE THE FOLLOWING IN FULL:**

|  |  |  |
| --- | --- | --- |
|  | YES | NO |
| Do you consent to Brighter Futures for children carrying out a Garda criminal vetting check? |  |  |
| Do you have any previous or pending convictions, cautions etc? |  |  |
| If yes, are you prepared to discuss all relevant conventions, cautions etc openly with the panel if selected for interview? |  |  |

I declare that the information I have given above is true and correct and I know of no reason why I would be unsuitable to work with children. If it is subsequently discovered that I have failed to declare convictions I understand that I may be excluded from the rest of the selection process and any offer of employment may be withdrawn.

**Signed:**

**Date:**

**Print Name:**

**PLEASE RETURN COMPLETED APPLICATION FORMS TO:**

|  |
| --- |
| **E-mail: info@bffc.ie** |
| **Closing Date: As per job advertisement** |
| **It is anticipated that interviews will be held: TBC** |
| **It is anticipated mandatory TCI Training will be held: TBC** |

**If you have any questions whilst filling out this application form, please contact our HR Department on 00353 85 7801824.**