**Homework Club Assistant Application Form**

**All sections must be completed in full and typed.**

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| --- | --- |
| Contact Details | |
| Name |  |
| Home Address |  |
| Email Address |  |
| Phone contact numbers |  |
| Are there any legal restrictions on your right to work in this county?  **If yes, please give details** |  |

**Education and Training Information:** *(please include any non-accredited courses which may be relevant, e.g.; First Aid, Art & Crafts, etc.) (tab to extend the boxes)*

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| --- | --- | --- | --- | --- |
| **Qualifications** | **Year** | **Full or Part time** | **School or College** | **Results and NFQ**  **Level (if applicable)** |
|  |  |  |  |  |
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**Employment Record:**

*Please give details of your complete working history beginning with your present or last employment. If necessary, continue on a separate sheet using the format below.* ***Please note this can be paid employment or voluntary work or school/college placement. Please indicate which applies.***

|  |  |  |
| --- | --- | --- |
| **Dates of employment**  *(from & to)* | |  |
| **Employer’s name, address & nature of business** | |  |
| **Job Title and description of main duties** | |  |
| **Full or Part time**  **Hours** |  | |
| **Reason for leaving** |  | |

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| **Dates of employment**  *(from & to)* | |  |
| **Employer’s name, address & nature of business** | |  |
| **Job Title and description of main duties** | |  |
| **Full or Part time**  **Hours** |  | |
| **Reason for leaving** |  | |

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| --- | --- | --- |
| **Dates of employment**  *(from & to)* | |  |
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| **Job Title and description of main duties** | |  |
| **Full or Part time**  **Hours** |  | |
| **Reason for leaving** |  | |

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| --- | --- | --- |
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| **Employer’s name, address & nature of business** | |  |
| **Job Title and description of main duties** | |  |
| **Full or Part time**  **Hours** |  | |
| **Reason for leaving** |  | |

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| --- | --- | --- |
| **Dates of employment**  *(from & to)* | |  |
| **Employer’s name, address & nature of business** | |  |
| **Job Title and description of main duties** | |  |
| **Full or Part time**  **Hours** |  | |
| **Reason for leaving** |  | |

**References**

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| **Please give the names of 2 referees; one should be in a position to comment on your personal characteristics and one to comment on your qualifications/training. This can include your principal or college tutor.**  **You should not give your own doctor as a referee. Close relatives and friends should not be listed as referees. [Please note: your referees will be contacted without further communication with you and prior to interview if shortlisted for interview].** |

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| **Referee No. 1** |  |  |
| **Name** |  |  |
| **Address** |  |  |
| **Tel number** |  |  |
| **Email** |  |  |
| **Occupation** |  |  |
| **How long acquainted with you?** |  |  |
| **In what connection** |  |  |

|  |  |  |
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| **Referee No. 2** |  |  |
| **Name** |  |  |
| **Address** |  |  |
| **Tel number** |  |  |
| **Email** |  |  |
| **Occupation** |  |  |
| **How long acquainted with you?** |  |  |
| **In what connection** |  |  |

**Disclosure of Convictions**

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| Has any action been taken against you or have you been subject of an investigation regarding a child/children under the age of 18? |  |
| Are you at present the subject of criminal charges or investigation? |  |
| Is there anything in your background that would render you unsuitable to work with children or young people? |  |
| **IF THE ANSWER IS YES TO ANY OF THE ABOVE QUESTIONS, PLEASE GIVE DETAILS** |  |

**Skills, Competencies and Attributes**

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| --- |
| **Please include briefly your understanding of the role of Homework Club Assistant** |
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| **Please include briefly information to support your application to work in a primary homework club setting** |
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**Declaration**

The accuracy of information provided may be checked with other organisations.

I declare that the information I have provided is true and accurate and that I have not omitted any material facts.

I consent to Kerry South SCP making reasonable enquiries as it sees fit in respect of my application.

I accept that once I have commenced employment, Kerry south SCP will be entitled to terminate my contract without notice or withdraw the offer of employment if the information in this application is untrue or inaccurate or of there are material omissions from it.

An offer of employment is conditional on satisfactory references and Garda clearance.

Tusla Children First Child Protection training is also a pre-requisite.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_