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| Application Form A1  Ref No:  **Co-ordinator of Family and Community Services** |

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| **Name in full** |  |
| **Postal Address** |  |
| **Date of birth** |  |
| **Phone Numbers** | **Private:**  **Mobile:** |
| **Email Address** |  |

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| **REFERENCES** |
| Give details of two referees, including your current or most recent work placement, who would support your application |
| In the event of a job offer, would you be willing to give **Northside Family Resource Centre** your permission to contact the two referees for a reference?  Yes  No |
| **1. Current or most recent employment (Supervisor or Line Manager)** |
| Name: |
| Address: |
| Telephone No: |

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| **2. Second Reference** |
| Name: |
| Address: |
| Telephone No: |

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| A panel will be created for 12 months should a similar position arise. Would you like to be included on the panel should you be successful? | Yes | No |

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| **DECLARATION** |
| I certify that the information given in this application is accurate and complete to the best of my knowledge.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please note that the signing of this application form (forms A1 and A2) indicates that you have read the job description and any other information issued by the Company and that you can comply with the requirements of the post. Any false statements may result in the application being declared invalid. |

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| Application Form A2  Ref No:  **Co-ordinator of Family and Community Services** | | |
| **EDUCATIONAL DETAILS**  Starting with the most recent, list all Certificates, Diplomas and/or Degrees and specify dates of attainment | | |
| COURSE TITLE & AWARDING BODY | | YEAR COMPLETED |
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| Starting with the most recent, list other non-accredited and/or relevant courses and specify dates of attainment | |
| COURSE TITLE & TRAINING ORGANISATION | YEAR COMPLETED |
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| **MEMBERSHIPS**  List all Professional Bodies, Voluntary and Community Sector (V&CS) Organisations, etc. of which you are or have been a member. If you played a specific role or undertook special responsibility within the organisation, please give details | | |
| NAME OF PROFESSIONAL BODY, VOLUNTARY &/OR COMMUNITY ORGANISATION, ETC. | | YEAR(S) OF MEMBERSHIP |
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| **WORK EXPERIENCE**  Starting with the most recent, give details of your work experience – include voluntary and unpaid work you feel may be relevant to this post | | | | |
| **Give Details of Current (or Last) Work** | | | | |
| Name of Employer | | | | |
| Indicate the Sector: Community and Voluntary Private Public | | | | |
| Date of commencement: | | Date of termination: | | |
| Outline reason(s) for leaving (if applicable): | | | | |
| Position of responsibility held: | | | | |
| Specify the type of work:  Paid  Voluntary  Hours per Week: | | | | |
| Outline main tasks of the post: | | | | |
| 1 | | 2 | | |
| 3 | | 4 | | |
| 5 | | 6 | | |

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| **Give Details of Previous Work** | |
| Name of Employer | |
| Indicate the Sector: Community and Voluntary Private Public | |
| Date of commencement: | Date of termination: |
| Outline reason(s) for leaving (if applicable): | |
| Position of responsibility held: | |
| Specify the type of work:  Paid  Voluntary  Hours per Week: | |
| Outline main tasks of the post: | |
| 1 | 2 |
| 3 | 4 |
| 5 | 6 |

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| **Give Details of Previous Work** | |
| Name of Employer | |
| Indicate the Sector: Community and Voluntary Private Public | |
| Date of commencement: | Date of termination: |
| Outline reason(s) for leaving (if applicable): | |
| Position of responsibility held: | |
| Specify the type of work:  Paid  Voluntary  Hours per Week: | |
| Outline main tasks of the post: | |
| 1 | 2 |
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| **Give Details of Previous Work** | |
| Name of Employer | |
| Indicate the Sector: Community and Voluntary Private Public | |
| Date of commencement: | Date of termination: |
| Outline reason(s) for leaving (if applicable): | |
| Position of responsibility held: | |
| Specify the type of work:  Paid  Voluntary  Hours per Week: | |
| Outline main tasks of the post: | |
| 1 | 2 |
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| **Give Details of Previous Work** | |
| Name of Employer | |
| Indicate the Sector: Community and Voluntary Private Public | |
| Date of commencement: | Date of termination: |
| Outline reason(s) for leaving (if applicable): | |
| Position of responsibility held: | |
| Specify the type of work:  Paid  Voluntary  Hours per Week: | |
| Outline main tasks of the post: | |
| 1 | 2 |
| 3 | 4 |
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| **SUITABILITY FOR THE POST:**  Under the headings detailed hereafter please outline your experience, skills and abilities in relation to the post of Coordinator of Family and Community Services. In your answer please outline the length of time you were engaged in the relevant activity. Continue on a separate sheet if necessary. |

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| **Knowledge and experience of working with families and communities experiencing social isolation/living in disadvantage** |
| **Liaising and working with voluntary and statutory agencies** |
| **Providing information and support to individuals, groups and families** |
| **Group facilitation** |
| **Project Management Experience (please highlight any experience in Community Education)** |
| **Writing effective reports** |
| **Sourcing funding and compiling funding applications** |
| **Support and Supervision of Staff and Volunteers** |

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| Why are you applying for the position at this time?   |  | | --- | |  | |

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| If appointed, when could you commence employment with the Project? |

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| Have you a full driving licence and a car for work?  Yes  No |