

Explanatory Notes for Interns

Please read these instructions fully before completing Forms A1 and A2.

1. This Job Application Form is designed so all your personal details will be presented on Form **A1**. All specific information relating to the post on offer will be outlined on Form **A2**.
2. Short listing will be based on the information provided by you on Form **A2**. Please ensure to include everything you would like us to know about you.
3. Read through the Application Form fully and then complete both Forms - **A1** and **A2**
4. Keep a copy of your completed Job Application Form.
5. Applications will only be accepted on the official Job Application Form and should be received by Wednesday 9th July 2025 at 12pm
6. Applications **will be accepted** by post, hand delivery to the Centre or email.
7. A Post Office 'Certificate of Posting' must support any allegations of a loss or delay in the post. In the event of such a loss or delay a photocopy of the completed application form and the 'Certificate of Posting' must be presented to the correspondence address below within 72 hours of the above closing date and time.
8. Do not forward any cover letter, Curriculum Vitae, Certificates or References with the Application Form.
9. Referees will only be contacted by the Family Resource Centre with the permission of the candidate.
10. Return the completed Forms A1 & A2, to the **Recruitment Administrator, Family Resource Centre, Clonconnane Road, Ballynanty, Limerick** or email **recruitment@northsidefrc.ie**.
11. Information as to the duties, salaries and other terms and conditions of employment in respect of the post currently on offer within **Northside Family Resource Centre** is attached for your information.
12. All informal enquires should be directed to Sarah Hehir, HR Manager on 061 326623.