**APPLICATION FORM**

**New Arrivals Support Worker**

**APPLICATION DEADLINE: WEDNESDAY, 21st FEBRUARY 2024**

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| **SECTION A** |  **PERSONAL PROFILE**  |
| TITLE:  |  |
| SURNAME: |  |
| FIRST NAME: |  |
| ADDRESS 1:  |  |
| ADDRESS 2:  |  |
| ADDRESS 3:  |  |
| COUNTRY: |  |
| TELEPHONE HOME / MOBILE |  |
| E-MAIL: |  |
| CURRENT POSITION: |  |
| NOTICE REQUIRED: |  |
| Where did you hear about this post? |  |
| Public Service Vehicle (PSV) Registration number  |  |
| PSV Expiry Date  |  |

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| **SECTION B PLEASE DESCRIBE YOUR EXPERIENCE AND ATTRIBUTES RELATING TO THE FOLLOWING AREAS (Maximum 150 words)** |
| A, Your experience of working with New Communities |
| B, Your approach to your work when engaging with individuals newly arrived in the country |
| C, Your understanding and knowledge of government legislation and public policy regarding migrant and refugee communities within the Republic of Ireland  |
| D, Your understanding of the challenges facing new arrivals and new communities |
| E, Organisational, administrative skills including IT skills e.g. MS Word, Excel, PowerPoint. |
| F, The ability to work on own initiative and within a team. |

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| SECTION C CAREER HISTORY (Most recent experience first) |  |
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| **Organisation**  | **Date From** | **Date To** | **Areas of Responsibility (Maximum 150 words)** **Please state if paid/ voluntary/ placement/ full or part time, and number of hours per week** | **Reason for Leaving**  |
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| **SECTION D EDUCATION & TRAINING**  |
| SCHOOL/COLLEGE / Training body  | **Examination / Course** | AWARD ACHIEVED | **DATES** |
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| **SECTION E ANY ADDITIONAL INFORMATION (if applicable)** |
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| **SECTION F REFEREES** |
| ***Please include current written references from the referees with this application form.*** |
| *Please provide the names, addresses and position/occupation of two people (other than relatives or friends) with knowledge of you and your work to whom professional reference can be made. One reference must be from your current employer.* ***Please Note:*** *your referees will only be contacted if a position is offered to you.* |
| Name: |  |  | Name: |  |
| Position: |  | Position: |  |
| Address: |  | Address: |  |
|  |  |
|  |  |
| Contact Number  |  | Contact number  |  |
| Mobile: |  | Mobile: |  |
| E-mail:  |  |  | E-mail: |  |

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| **F. SUMMARY** |
| Before signing this form, please ensure that you have replied fully to all questions asked. Offers of employment are subject to verification of candidates’ eligibility for the position applied for. |
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| **Signature:** |  | **Date:** |  |

**TO APPLY**

Candidates should send a completed Application Form by email only to recruitment@stdc.ie

Emails should be marked *‘Private and Confidential’ – New Arrivals Project Support Worker* in the subject box.

Closing date for receipt of applications is 5pm on **Wednesday, 21st February 2024.**

Interviews will be held on **Friday 23rd February 2024** in **STDC Offices, Cahir, Co. Tipperary.**

**IMPORTANT NOTES**

* Please complete the application form in full. CV’s will not be accepted.
* Shortlisting will apply.
* Candidates attend for interview at their own expense.
* Please note that canvassing by, or on behalf of applicants, will disqualify them from the competition.
* Regarding the submission of applications, it is the time that the email is received not the time sent that is recognised.
* Garda Vetting will apply.
* South Tipperary Development CLG is an equal opportunities employer

