# Image5

**Application for Employment**

**Please ensure you read this application form and complete all areas, including the supplementary questions section in full. Failure to complete all areas of the application form may result in you not being shortlisted for interview stage of the selection process. if the space provided is insufficient, please attach additional pages ensuring to use the same format**. **Please use black ink and print in block capitals or type.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **POSITION APPLIED FOR:** | PA Manager | **LOCATION:** | Social Work Dept., Castlebar | **REF NO:** | 2020-46 |

**PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **SURNAME:**  |  | **FIRST NAME (S):** |  |
| **MOBILE NO:** |  | **HOME NUMBER:** |  |
| **WORK PHONE NO:** |  | **EMAIL:** |  |
| **HOME ADDRESS:** |  |

**DO YOU OWN A CURRENT FULL DRIVING LICENSE? Yes** [ ]  **No** [ ]

**DO YOU HAVE ACCESS TO A CAR FOR WORK PURPOSES? Yes** [ ]  **No** [ ]

**ARE THERE ANY RESTRICTIONS ON YOUR RIGHT TO WORK IN IRELAND? IF YES PLEASE PROVIDE DETAILS:**

|  |
| --- |
|  |

**WHERE DID YOU SEE THIS POSITION ADVERTISED?**

|  |
| --- |
|  |

**BRIEFLY DESCRIBE YOUR HOBBIES & INTERESTS:**

|  |
| --- |
|  |

**EDUCATION & QUALIFICATIONS**

**GENERAL EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **FROM** | **TO**  | **SCHOOL ATTENDED** | **EXAMINATIONS TAKEN-YEAR OF EXAMINATION AND RESULT OBTAINED** |
|  |  |  |  |

**THIRD LEVEL ACADEMIC, PROFESSIONAL OR TECHNICAL QUALIFICATIONS (IF ANY)**

|  |  |  |  |
| --- | --- | --- | --- |
| **FROM** | **TO**  | **INSTITUTE/COLLEGE ATTENDED** | **EXAMINATIONS TAKEN-YEAR OF EXAMINATION AND RESULT OBTAINED** |
|  |  |  |  |

**OTHER COURSES/SKILLS/TRAINING IN SUPPORT OF APPLICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **FROM** | **TO**  | **INSTITUTE/COLLEGE ATTENDED** | **EXAMINATIONS TAKEN-YEAR OF EXAMINATION AND RESULT OBTAINED** |
|  |  |  |  |

**MEMBERSHIP OF PROFESSIONAL BODIES**

|  |  |
| --- | --- |
| **MEMBERSHIP NUMBER** | **PROFESSIONAL BODY** |
|  |  |
|  |  |

**PLEASE ENCLOSE PHOTOCOPIES OF YOUR QUALIFICATIONS (PLEASE DO NOT SEND ORIGINALS)**

**EDUCATION & QUALIFICATIONS *(CONTINUED)***

**PLEASE COMPLETE FOR ANY OF THE LISTED COURSES:**

|  |  |  |
| --- | --- | --- |
|  |  | **LENGTH OF COURSE** |
| **COURSE** | **DATE ATTENDED** | **1 DAY** | **2 DAY** | **OTHER (PLEASE SPECIFY)** |
| **MANUAL HANDLING** |  |[ ] [ ]   |
| **FIRST AID** |  |[ ] [ ]   |
| **FIRE SAFETY** |  |[ ] [ ]   |
| **MANAGING CHALLENGING BEHAVIOUR** |  |[ ] [ ]   |
| **PROTECTION & WELFARE** |  |[ ] [ ]   |
| **OTHER**  |  |[ ] [ ]   |

**CAREER OVERVIEW:**

**IMPORTANT: Please ensure all career history is clearly outlined below (e.g. if you took a career break, spent time out of work, please include this information so there are no gaps in your career history from when you left full time education to present date.**

|  |  |  |  |
| --- | --- | --- | --- |
| **FROM** | **TO** | **JOB TITLE** | **EMPLOYER** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**EMPLOYMENT HISTORY / EXPERIENCE**

Please start with your present or most recent employer (Please use additional pages if necessary). *Use one section per employment*

Where there are gaps in between jobs, please identify these and include them as part of your work history/experience record.

|  |  |  |
| --- | --- | --- |
| **DATES** | **FROM** | **TO** |
|  |  |
| **NAME OF EMPLOYER** |  |
| **ADDRESS OF EMPLOYER** |  |
| **POSITION HELD** |  |
| **BRIEF LIST OF DUTIES** |  |
| **CURRENT / ANNUAL SALARY** |  |
| **REASON FOR LEAVING** |  |
| **NOTICE REQUIRED IN CURRENT ROLE** **(IF APPLICABLE)** |  |

|  |  |  |
| --- | --- | --- |
| **DATES** | **FROM**  | **TO** |
|  |  |
| **NAME OF EMPLOYER** |  |
| **ADDRESS OF EMPLOYER** |  |
| **POSITION HELD** |  |
| **BRIEF LIST OF DUTIES** |  |
| **CURRENT / ANNUAL SALARY** |  |
| **REASON FOR LEAVING** |  |

**EMPLOYMENT HISTORY / EXPERIENCE *(CONTINUED)***

|  |  |  |
| --- | --- | --- |
| **DATES** | **FROM** | **TO** |
|  |  |
| **NAME OF EMPLOYER** |  |
| **ADDRESS OF EMPLOYER** |  |
| **POSITION HELD** |  |
| **BRIEF LIST OF DUTIES** |  |
| **CURRENT / ANNUAL SALARY** |  |
| **REASON FOR LEAVING** |  |

|  |  |  |
| --- | --- | --- |
| **DATES** | **FROM** | **TO** |
|  |  |
| **NAME OF EMPLOYER** |  |
| **ADDRESS OF EMPLOYER** |  |
| **POSITION HELD** |  |
| **BRIEF LIST OF DUTIES** |  |
| **CURRENT / ANNUAL SALARY** |  |
| **REASON FOR LEAVING** |  |

### Supplementary Questions 1 - 4

A guide to completing supplementary questions is available in Appendix 1 of this application form. It is strongly recommended that you read the guide before completing this section of your application form.

In the spaces below, briefly describe what you consider to be a good example of demonstrating your ability in each of the skill areas 1-4. A summary definition of each of skill areas is provided for your information. This is a summary of what we mean by each skill heading. Please provide the information in the format requested at (a), (b), and (c) on the “Information on completing the Supplementary Questions” Section. Remember anything you say may be used as part of a shortlisting/ranking exercise and may be discussed in more depth at interview, should you be called to one.

|  |
| --- |
| 1. Planning & Organising to Deliver a Quality Service

It is important that the Residential Manager demonstrates evidence of effective planning and organising skills to assist in the delivery of a quality service. * S/He will have the ability to successfully manage a range of different projects and work activities concurrently
* S/He will have the ability to proactively identify areas for improvement and to develop practical solutions for their implementation
* S/He will have the ability to embrace, change and adapt local work practices accordingly by finding practical ways to make policies work, ensuring the team knows how to action changes
* S/He will have the ability to use resources effectively, challenging processes to improve efficiencies where appropriate

***In the space below, please give an example of a situation where you best demonstrated your ability in this area.*** |
|  |
| 1. Building & Maintaining Relationships including Leadership & Teamwork

An effective Residential Manager builds and maintains relationships with colleagues and other stakeholders / work as part of a multi-disciplinary team. * S/He will have the ability to work both independently and collaboratively within a dynamic team and multi stakeholder environment
* S/He will demonstrate flexibility, adaptability and openness to working effectively in a changing environment
* S/He will have the ability to support, supervise, develop and empower staff in changing work practises in a challenging environment within existing resources

***In the space below, please give an example of a situation where you best demonstrated your ability in this area.*** |
|  |
| 1. Evaluating Information, Problem Solving & Decision Making

The effective Residential Manager gathers and analyses information from relevant sources, weighing up a range of critical factors. * S/he will have excellent analytical, problem solving and decision making skills
* S/he will have the ability to quickly grasp and understand complex issues and the impact on service delivery
* S/he will have the ability to confidently explain the rationale behind decisions when faced with opposition
* S/he will have the ability to make sound decisions with a well-reasoned rationale and to stand by these
* S/he will demonstrate initiative in the resolution of complex issues
* S/he will improve efficiency within working environment
* S/he will have the ability to evolve and adapt to a Rapid Changing Environment

***In the space below, please give an example of a situation where you demonstrated your ability in this area.*** |
|  |
| 1. Outline your experience of working in a HIQA designate centre / being compliant with regulations
 |
|  |

**REFERENCES**

Please list below details of three references, preferably employers, one of who must be your current or most recent employer. referees will not be contacted prior to interviews unless by agreement with the applicant.

**REFEREE 1:**

|  |  |
| --- | --- |
| **COMPANY NAME** |  |
| **CONTACT NAME** |  |
| **POSITION HELD** |  |
| **ADDRESS**  |  |
| **TELEPHONE NO** |  |
| **EMAIL ADDRESS** |  |

**REFEREE 2:**

|  |  |
| --- | --- |
| **COMPANY NAME** |  |
| **CONTACT NAME** |  |
| **POSITION HELD** |  |
| **ADDRESS**  |  |
| **TELEPHONE NO** |  |
| **EMAIL ADDRESS** |  |

**REFEREE 3:**

|  |  |
| --- | --- |
| **COMPANY NAME** |  |
| **CONTACT NAME** |  |
| **POSITION HELD** |  |
| **ADDRESS**  |  |
| **TELEPHONE NO** |  |
| **EMAIL ADDRESS** |  |

**GARDA CLEARANCE**

PLEASE NOTE THAT UNDER THE DEPARTMENT OF HEALTH AND CHILDREN GUIDELINES, WESTERN CARE ASSOCIATION IS OBLIGED TO SEEK ON GARDA SIOCHANA RECORDS BEFORE AN OFFER OF EMPLOYMENT IS MADE.

**OVERSEAS POLICE CLEARANCE**

If you have resided in any country for six months or more other than the Republic of Ireland or Northern Ireland you will be required to provide security clearance for each jurisdiction in which you have resided.

**DECLARATION**

I CONFIRM TO THE BEST OF MY KNOWLEDGE THE INFORMATION GIVEN ON THIS FORM IS ACCURATE AND THAT I HAVE NOT OMITTED ANY FACTS WHICH MAY HAVE A BEARING ON MY APPLICATION FOR EMPLOYMENT. I UNDERSTAND THAT FALSE STATEMENTS MAY LEAD TO DISQUALIFICATION, OR IF APPOINTED, TO TERMINATION OF EMPLOYMENT.

I HEREBY ACCEPT AND UNDERSTAND THAT WESTERN CARE ASSOCIATION WILL HOLD PERSONAL INFORMATION WHICH IS NECESSARY FOR RECRUITMENT AND EMPLOYMENT PURPOSES ONLY, AS PROVIDED FOR THE DATA PROTECTION ACTS 1988 AND 2003 AND FREEDOM OF INFORMATION ACT 1997. I AGREE THAT MY CONTACT DETAILS CAN BE USED FOR THESE PURPOSES. I HAVE READ AND UNDERSTOOD THIS DECLARATION.

***CANVASSING BY OR ON BEHALF OF ANY CANIDATE WILL DISQUALIFY AND RESULT IN EXCLUSION FROM THE RECRUITMENT PROCESS.***

|  |  |  |  |
| --- | --- | --- | --- |
| **APPLICANT SIGNATURE:** |  | **DATE:** |  |

**PLEASE RETURN THIS APPLICATION TO**

**HUMAN RESOURCES DEPARTMENT, WESTERN CARE ASSOCIATION, JOHN MOORE ROAD, CASTLEBAR, CO. MAYO OR EMAIL TO** **HR@WESTERNCARE.COM**

# Appendix 1

**SUPPLEMENTARY QUESTIONS GUIDE**

**Information on completing the Supplementary Questions:**

All question areas must be completed and remember that you will be questioned on all areas at interview**.** The instructions below will help you to complete your answers, but you should also consider these instructions when you are preparing for interview.

For each Question Area 1-4, you are given a description of a skill or quality. You are then asked to describe a situation, from your own experience, which you think is the best example of what **YOU** have done which demonstrates this skill or quality. It is essential that you describe how **you** demonstrated the skill or quality in question. Therefore, compose your replies carefully in this section and try to structure what you write so that you give specific information about what youhave done - for example, do not simply say that “X was successful”, describe exactly whatyou did and how you demonstrated the skill or quality in question.

For each example please include the following:

**(a)** **the nature of the task, problem or objective;**

**(b) what you actually did and how you demonstrated the skill or quality (and, where appropriate, the date you demonstrated it);**

**(c) the outcome or result of the situation and your estimate of the proportion of credit you can claim for the outcome.**

***Please do not use the same example to illustrate your answer to more than two skill areas.***

Guidelines for Completing the Supplementary Questions:

Supplementary Questions are designed to help you to present **relevant evidence** in order that decision makers can evaluate how well you ‘fit’ the requirements of a particular role. Relevant evidence is usually drawn from your work experience and the way in which you have accomplished a range of activities. Those involved in screening the applications will be evaluating the information you give against **specific skills** required for effective performance in the role. To do this they need you to give enough detail so that they can tell **what you actually did** and **how you did it.**

The people doing the screening **will not** assume that you demonstrate a skill at the right level just because of your current role, length of experience or educational qualifications. These do not give enough evidence about how you accomplished relevant tasks. So, if a question is about your approach to decision making, you need to do more than describe your current role and list important decisions you have made. You will need to describe **how** you reached relevant decisions.

Some guidelines for presenting yourself well are given below:-

* **Give specific examples** – most questions will ask you to describe an example of when you have demonstrated a skill: try to do this concisely but with enough detail so that the reader will be clear about **what you actually did**.This detail might include information about timescales, the number of people involved, budgets etc. It can help to use bullet points to that the sequence of events is clear to the reader.
* **Give a range of examples** – if possible, base your answers on different situations or challenges you faced rather than rely on just one experience. This helps the reader to evaluate how you tackle different challenges and not just your behaviour in a ‘one off’ situation.
* **Be concrete rather than theoretical** – a clear description of **how you actually behaved** in a particular situation (and why) is of much more use to the reader than a vague or general description of what you consider to be desirable attributes.