**Jobcare Client Services and Training Manager Vacancy Application Form**

Please return completed application forms, as well as a CV and cover letter outlining your relevant experience and skills (max. 2 pages each) to: info@jobcare.ie as soon as possible.

Please complete all the required information on this form as incomplete application forms cannot be accepted

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | Today’s Date: |  |  Position Applied for: | Client Services and Training Manager |
| Email Address: |  | Phone: |  | Closing date: |  |
| Home Address: |  |  |
| Where did you hear about this vacancy? |  |

# Employment History Please list the last 6 paid employment positions you have held beginning with your most recent role. Please use additional page if necessary.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Start date | Finish date | Job title | Company name & address | Type of work | Reason for leaving |
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# Education & Training Please list your most **relevant** training to date beginning with your most recent courses. Proof will be required at interview stage.

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| --- | --- | --- | --- | --- | --- |
| Start date | Finish date | Course name  | College or Training Provider | Level or awarding body | Qualification |
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# Voluntary Work

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Start date | Finish date | Position | Host organisation/Individual | Type of work |
|  |  |  |  |  |
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# Evidence of required competencies Please give examples of how your previous experience qualifies you for the role:

People management skills

Training development and delivery

Strong administration and digital skills

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| --- |
| Directing, motivating, coaching and mentoring jobseekers |

|  |
| --- |
| Teamwork |

Ethos and values of Jobcare

If your application is progressed to interview stage, do you require any reasonable adjustments to be made or facilities provided to enable you

to attend an interview or to carry out the job for which you are applying? Y/N

If Yes please give details; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Referees

Please provide the names and contact details of two employment referees and one character referee who are **not** family members.

Please circle Yes or No to indicate whether you give Jobcare your permission to contact this person BEFORE any offer of employment. Jobcare will not contact referees without your permission. In the event of an employment offer, references will be sought at this point.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name:** | **Company/Organization** | **Job title** | **Phone** | **Email** | **Contact?** |
|  |  |  |  |  | Yes / No |
|  |  |  |  |  | Yes / No |
|  |  |  |  |  | Yes / No |

I, the undersigned, declare all the information on this form to be true to my knowledge at the time of application. I understand that if any of the information I have provided is found to be untrue, this will result in the instant withdrawal of any offer or contract of employment at Jobcare, even if the information is discovered after the contract has commenced.

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**