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**Application for Employment with Longford County Childcare Committee**

This application form, when completed, should be returned to Coordinator, Longford County Childcare Committee, Community & Enterprise Centre, Business & Technology Park, Templemichael, Longford

*Please submit 3 copies of the application form.*

**Closing Date for receipt of applications is 4pm on Friday 2nd February, 2018**

**Role:** County Childcare Support & Development Officer - Part time (Temporary Fixed term contract – covering maternity leave)

**Personal Information**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Telephone Number/s |  |
| Email Address  |  |
| Do you hold a current full driving licence?  |  |
| Have you ever been convicted of a criminal offence? If yes, please give details.  |  |

**Employment History**

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| --- |
| Current Role:   |
| Employers Name and Address:  | Start Date: End Date:  |
| Reason for leaving:  |
| Required notice period |
| Job description and summary of responsibilities |

**References**

All offers of employment are subject to the receipt of **two satisfactory written references**. The first must be your current or most recent employer and the second must be from someone who knows you within a professional capacity. References should not be completed by family members or friends.

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| --- | --- |
| Name:  | **Name:**  |
| Organisation:  | Organisation |
| Contact Details:  | Contact Details:  |
| Capacity in which you know them:  | Capacity in which you know them: |

**Please give details of your employment to date, starting with the most recent.**

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| --- | --- | --- | --- |
| **Dates (to and from)** | **Name and Address of Employer** | **Job Title and brief description of role** | **Reason for leaving** |
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**Please detail any gaps in employment**

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**Education and Professional Qualifications**

**Please include information relating to further and higher education (Beyond Secondary Level) starting with the most recent.**

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| **Qualification** | **Subject** | **Award/Grade** | **Awarding Body** |
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**Personal Development**

**Please give details of any additional non-accredited training, qualifications or experiences that you feel are of relevance to the post.**

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| **Training, Non-accredited training and Experiences** | **Relevance to the role** | **Delivered/Organised by** |
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**PERSONNEL SPECIFICATION**

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| **Essential Criteria** | **Desirable Criteria** |
| * A degree relevant to Early Childhood Care and Education, or equivalent
* Three years previous experience working in the Early Years Care and Education Sector
* Ability to develop and maintain website content and manage events
* Business operational experience
* Awareness and understanding of Síolta & Aistear
* Facilitation/Presentation Skills and Training Delivery
* Ability to support and assist with funding and grant applications
* Experience of working alongside parents, childcare practitioner and associated professionals
* Effective communication skills
* Experience of planning and prioritising work
* Ability to work within a team
* Flexibility in working hours
* Full drivers licence
 | * A post graduate qualification relevant to the role of Childcare Development Officer
* Experience working with marginalised children and their families
* Experience supporting early years services with sustainability
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**ESSENTIAL CRITERIA**

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| A degree relevant to Early Childhood Care and Education or equivalent:  |
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| At least three years previous experience of working in the Early Years Care and Education Sector:  |
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| Ability to develop and maintain website content and manage events:  |
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| Awareness and understanding of Síolta (the National Quality Framework for Early Childhood Education) & Aistear (the Early Childhood Curriculum Framework).  |
|  |
| **Business operational experience** |
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| Facilitation/Presentation skills and experience in the delivery of information sessions and training workshops in the early years sector:  |
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| Ability to support and assist with funding and grant applications:  |
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| Experience of working alongside parents, childcare practitioners and family support agencies:  |
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| Effective communication skills, to include written report and presentation. Candidates must demonstrate proficiency in the use of Microsoft Office:  |
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| Experience of planning and prioritising of work to include file management and record keeping:  |
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| Ability to work within a team and cooperate with other team members:  |
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| Ability to work flexible hours (with reference to possible evening and weekend work):  |
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| A full and current driving licence enabling the holder to drive in Ireland and to have use of a vehicle or a form of transport that will meet the requirements of the post in full:  |
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**DESIRABLE CRITERIA**

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| A post graduate qualification relevant to Early Childhood Care and Education or equivalent:  |
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| Experience of working with marginalised children and their families (traveller community, children with additional needs) |
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| Experience supporting early years services with sustainability |
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**I, the undersigned, hereby declare all the foregoing particulars to be true.**

## Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Candidates who send their applications by post should allow sufficient time to ensure delivery not later than the latest time for acceptance.*

*Any Claim in relation to the late receipt of application forms will not be entertained unless such claim is supported by a certificate of evidence of postage from the appropriate postal authority*

LONGFORD COUNTY CHILDCARE COMMITTEE IS AN EQUAL OPPORTUNITES EMPLOYER

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