

All sections to be completed in full



APPLICATION FORM
Oral Language Development Officer – Basic Grade

Section A Please carefully note the following instructions:

- Please ensure you **read the instructions for the completion of 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 brought forward to the next stage of the selection process.
- Please ensure that your completed Application Form reaches this office by email no later than **Friday 23rd November at 1pm.** **Applications received after this date and time will not be accepted.**
- In relation to details of employment, if the space provided is insufficient, please attach additional pages ensuring to use the same format.
- Please read the Job Description which provides useful information about the requirements of this post. Please note that the Job Description is not intended to be an exhaustive list of duties and responsibilities and may be reviewed to reflect the needs of the service.
- All previous employers may be contacted for reference purposes.
- Should you be invited for interview, you may take a copy of your application form with you.
- This recruitment process follows NICHE Health Project (Cork) CLG recruitment policies and procedures.
- NICHE Health Project (Cork) CLG is an Equal Opportunities Employer.

Please return completed application form to:

E-mail: admin.ykabc@nicheonline.ie	Tel: 021 4300135
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Closing date for applications: **Friday 23rd November 2018 at 1pm**

Interviews for prospective candidates for Oral Language Development Officer - Basic Grade are likely to take place during the week commencing 3rd December 2018

Applicant Details:

Position Applied for: Oral Language Development Officer – Basic Grade

Personal Details:

First name :

Last Name:

Address for correspondence: _____

MOBILE TELEPHONE:

Contact Tel No. 2 :

E-mail Address :

Please provide current (Irish) professional registration number and title of register as appropriate:

Registration body:

Registration Number:

Expiry Date:

Where did you see this position advertised?

Please indicate on which basis you are applying for this role (you may indicate more than one):

On a full-time basis

On a part-time basis

If applying on a part-time basis please indicate the number of hours per week: _____ hours

Do you require any special arrangements for interview?

Yes

No

If yes please outline those requirements:

Please indicate if you have:

Full driving licence Yes No

Access to a form of transport which would enable you to fully meet the requirements of this role Yes No

EDUCATIONAL ACHIEVEMENTS

Please include second level and third level educational achievements:

Dates From / To	Educational Institution	Conferring Body	Course of Study	Qualification Achieved	Grades Achieved /

Please detail below if you have completed a Hanen / Elklan Course

Dates		Name of Hanen /Elklan Training Programme	location
From	To		

Detailed Career History – listing the most recent first

From (00/00/ 0000)	To (00/00/ 0000)	Employer	Title of Post	Main Roles and Responsibilities

Section B: Supplementary Questions Section

Information on completing the Supplementary Questions overleaf:

In the following section, you are required to describe some of your personal achievements to date that demonstrate certain necessary skills and qualities required for the position of Oral Language Development Officer Basic Grade. The skills and qualities are outlined in the Questions Areas 1 - 4 on the following pages.

Do not exceed the space allowed in the boxes (no more than 300 words). One of the key skills required of the Oral Language Development Officer is the ability to **write clearly and concisely and your written communication skills will be assessed against what you write on your application form.**

For each of your answers 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.

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.

1. Planning and Managing Resources

It is important for an Oral Language Development Officer – Basic Grade, to be able to plan and prioritise their workload effectively. Within this s/he must have the ability to pre-empt potential problems or competing priorities and take appropriate action to ensure service standards don't suffer. The Oral Language Development Officer – Basic Grade, will demonstrate innovation in aiming to work within available resource allocations to sustain and enhance the service. *In the space below, please give an example of a situation where you best demonstrated your ability in this area.*

2. Team Player

It is important that a Oral Language Development Officer – Basic Grade, can work independently as well as part of a wider healthcare team, building and maintaining relationships and understanding and valuing individuals and their respective professional roles. S/he maintains open communication channels with team members and others as appropriate. S/he reacts constructively to setbacks and is able to both give and receive feedback. *In the space below, please give an example of a situation where you best demonstrated your ability in this area.*

Candidate's Name:

Candidate Number:

3. Commitment to Providing a Quality Service

The Oral Language Development Officer – Basic Grade, is adaptable and open to change in striving to ensure high standards in the service of today. S/he ensures that all service users are treated with dignity and respect and ensures that the welfare of the service user is a key consideration at all times. S/he monitors and reviews his/ her own work to ensure its quality and accuracy. *In the space below, please give an example of a situation where you best demonstrated your ability in this area.*

Candidate's Name:

Candidate Number:

4. Evaluating Information and Judging Decisions

It is important for an Oral Language Development Officer – Basic Grade to gather information from enough sources and other people to make well-founded decisions. S/he establishes integrity by ensuring that the professional, ethical and safety factors are fully considered in decisions into which they have input and thinks ahead to the consequences of decisions. *In the space below, please give an example of a situation where you best demonstrated your ability in this area.*

Candidate's Name:	Candidate Number:
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References:

Please give three referees (one of whom must be your current or most recent employer). We retain the right to contact all previous employers. Do you wish us to contact you prior to contacting your referees?

Yes:

No:

1. Name and Job Title of Referee:

Professional Relationship to candidate:

Postal Address:

Telephone Contact Details:

Mobile:

Landline:

Email Address:

2. Name and Job Title of Referee:

Professional Relationship to candidate:

Postal Address:

Telephone Contact Details:

Mobile:

Landline:

Email Address:

3. Name and Job Title of Referee:

Professional Relationship to candidate:

Postal Address:

Telephone Contact Details:

Mobile:

Landline:

Email Address:

General Declaration

It is important that you read this Declaration carefully and then sign it in the space below. For electronic applications the typing of your name where indicated is acceptable in place of a written signature.

Declaration: “I declare that to the best of my knowledge and belief there is nothing in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed by virtue of my appointment to this position. I hereby confirm my irrevocable consent to NICHE Health Project (Cork) CLG to the making of such enquiries, as NICHE Health Project (Cork) CLG deems necessary in respect of my suitability for the post in respect of which this application is made.

I hereby accept and confirm the entitlement of the NICHE Health Project (Cork) CLG to reject my application or terminate my employment (in the event of a contract of employment having been entered into) if I have omitted to furnish NICHE Health Project (Cork) CLG with any information relevant to my application or to my continued employment with NICHE Health Project (Cork) CLG or where I have made any false statement or misrepresentation relevant to this application or my continuing employment with NICHE Health Project (Cork) CLG.

Furthermore, I hereby declare that all the particulars furnished in connection with this application are true, and that I am aware of the qualifications and particulars for this position. I understand that I may be required to submit documentary evidence in support of any particulars given by me on my Application Form. I understand that any false or misleading information submitted by me will render me liable to automatic disqualification or render me liable to dismissal, if employed.”

Signed: _____ *Name of Applicant*)

Date: _____

Equality Monitoring Form

Candidates please note, this data is for administrative records only, and **does not** form part of the information submitted to the interview board, or any portion of the appointments process.

Candidate Name:

Date of Birth

Nationality

Gender Male:

Female