



APPLICATION FORM

Fostering First Ireland (FFI) provides a range of social care services to children and young people. We are committed to protecting vulnerable people from harm. As such, our staff and anyone else undertaking work for FFI accept and recognise their responsibilities to develop and maintain an awareness of safe care when delivering services. Our duty of care to children and young people is explicitly written into our policies, procedures, and practice material. Our recruitment and selection/assessment procedures for all our staff are designed to safeguard children/young people by ensuring that we only appoint suitable individuals.

CONFIDENTIAL

Position Applied For	Education Co-Ordinator
Closing Date	25 th January 2026
Job Location	Greater Dublin, Midlands, Carlow, Kilkenny, Tipperary
Where did you see this post advertised?	

DETAILS OF CANDIDATE

Title (Mr/Mrs/Miss/Ms/Other)	
First Name	
Surname	
Any Other Surname(s)	
Current Address including Eircode	
Contact Number	
Email Address	
Place of Birth	
Have you lived outside of Ireland for a period of 6 months or more	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes – please give details:</i>
If applicable, if you require a work Permit to work in Ireland, do you have existing permission to work in the State?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/> <i>If Yes – please give details:</i>
Do you hold a current valid driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have access to a vehicle?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you know anyone currently working for the company?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes – please give names:</i>

Please ensure the application form is fully completed and that you demonstrate the skills /experience clearly against the 'Essential /Desirable' criteria within the person specification as shortlisting will apply.

CV'S WILL BE ACCEPTED, BUT ASSESSMENT FOR INTERVIEW WILL BE MADE FROM THE APPLICATION FORM



EMPLOYMENT HISTORY

Please provide details of all your employment history in sequence with the most recent first. Where you have had a break in your employment history please give details. We may make further enquiries in relation to the details below. Please add additional lines as required.

Name, address and nature of business	Position held and main duties	Dates (month & year)		Reason for leaving and salary details
		From	To	

Have you ever been involved in any disciplinary proceedings or subject to a disciplinary investigation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
In addition, please confirm whether there have been any allegations raised against you or any investigations previously in respect of childcare issues or other matters which may be of relevance if working for an organisation offering a range of services to vulnerable people.	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes please state the nature of the allegations/investigations/proceedings and outcome	
How much notice does your present employer require?	

EDUCATION, TRAINING AND QUALIFICATIONS

Please provide details of examination passes, qualifications, obtained etc. You will be required to provide proof of relevant professional qualifications. Please provide details in sequence with the most recent first. Where you have had a break in your education history, please give details.

Third Level Education Details

Colleges and universities attended (most recent first)	Dates (month and year)		Qualifications gained (levels and grades)
	From	To	

Second Level Education Details

Secondary School Details	Dates (month and year)		Exams Completed
	From	To	

Other relevant training courses (including in house courses) completed which are relevant to the post.

Organisational body and title	Brief description of course content, dates attended and qualification (if applicable)

Details of current membership of professional organisations	
If you are a social worker, could you please confirm your Social Work registration number or equivalent	

SKILLS AND EXPERIENCE

In your own words, please explain why you consider yourself suited to this position outlining what you would contribute to the post if appointed, by referring to the job description and/or person specification.

COMPUTER COMPETENCE

Software Package	No Knowledge	Limited Familiarity	Extensive Use in Work Situation	Qualification (if held) & Title of Award
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Microsoft PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other (specify)				



OTHER SUPPORT INFORMATION

INTERESTS

Please describe any leisure or other interests, including voluntary/community work which you may feel relevant to the post

REFEREES

Please provide the names and addresses of two referees, one of whom should be your present or most recent employer. Please note that references are **not accepted** from close personal friends or relatives. If you do not wish your employer to be contacted at this stage please tick the box ☐

We reserve the right to contact all previous employers should you be offered this post.

Full name and job title	Address, contact number and email address	The capacity in which you are known / relationship	Period known

CONVICTIONS / CAUTIONS

Please provide details below of convictions for any offence (including traffic convictions, appearance before a court) or formal convictions from An Garda Síochána for any offence (including cautions as a juvenile) or any bind-overs imposed by any court.

If you have been convicted or cautioned you may still be eligible for appointment depending on the nature and circumstances of the offence. However, failure to disclose could count against you.

Date	Court/Police station that dealt with matter	Offence	Result

Please give details of any charge or summons at present outstanding against you.

Date of alleged offence	Nature of alleged offence	Court/Police station dealing with the matter



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A Garda Vetting check will be conducted on successful applicants.

DECLARATION

I declare that all the information I have provided with this application is true to the best of my knowledge and belief, and that I have not withheld any relevant information. I understand that if I have made any false statements or omitted any information either on this form or on my pre-employment health questionnaire, I am liable to have my application rejected, or if appointed, liable to disciplinary action which may result in dismissal on the grounds of dishonesty. I declare there is no reason why I should not be considered suitable to work in an environment where I may come into contact with vulnerable people.

By ticking this box I confirm I have read and understood the Declaration ☐

By submitting this application form or CV, you understand that we will process your personal data in one or more of the following circumstances: where we need to do so to take steps at your request prior to entering into a contract with you, or where we need to comply with a legal/safeguarding obligation or where it is necessary for our legitimate interests (or those of a third party), and your interests or your fundamental rights and freedoms do not override our interests. For more details, see our Applicant Privacy Notice available on our website at www.fosteringfirstireland.ie/privacy-notice