



APPLICATION FORM for Childminding Development Officer

This completed application and cover letter should be sent by email only with 'Childminding Development Officer Application' in the subject line to irene.cafferky@roscommonchildcare.ie
 This completed application and cover letter must be received in advance of/by 12:00 noon on 24th October 2024
Late applications cannot be accepted.

Please complete each section of this application form as fully and as carefully as possible using typescript. Additional information may be submitted as part of the application as an attachment to the form.

THIS APPLICATION WILL BE TREATED IN STRICT CONFIDENCE

Position: Childminding Development Officer (CMDO) Maternity Leave Cover, Specific Purpose Part time, Fixed term contract until 30th May 2025

Section 1 – Personal details

| | |
|----------------|----------------------|
| Surname | First Name(s) |
|----------------|----------------------|

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Permanent Address

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Address for Correspondence (if different from above)

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|---------------------------|-----------------------------|
| Home Telephone No: | Mobile Telephone No: |
|---------------------------|-----------------------------|

Are there any legal restrictions on your right to work in Ireland? (Y/N)

SECTION 2 – ACADEMIC / PROFESSIONAL RECORD

Academic Qualifications

| Degree/Diploma/ Certificate | Conferring Body | Year Conferred | Grade and Class | Major Subjects |
|--------------------------------|-----------------|-------------------|--------------------|----------------|
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Section 3 – Employment details

EMPLOYMENT RECORD

| | | |
|---|-----------------------------|-----------------|
| CURRENT POSITION | | |
| Employer (Name & Address) | Date of Commencement | Position |
| | | |
| Description of Present Duties and Responsibilities (permanent/temporary/acting status) | | |
| | | |

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| Reason(s) for Considering Leaving |
| |

EMPLOYMENT RECORD (contd.) relevant to the advertised position

| Previous Positions/Employments | | | | |
|--------------------------------|----|----------------------------|---------------|--------|
| Dates | | Employer Name & Address | Position Held | Duties |
| From | To | | | |
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Section 4 – Training and development record (Details of Training/Continued Professional Development (CPD) completed)

| Training Title | Level Attained | Awarded By | Date Completed | Expiration Date |
|----------------|----------------|------------|----------------|-----------------|
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Section 5 – Relevant experience

Briefly highlight any significant experience relevant to the post. Where possible, for each of the three areas below, briefly highlight relevant experience in relation to:

Working with the ELC/SAC/Childminding sector.

Development and delivery of training/workshops/networks (Communities of Practice)

Working with City and County Childcare Committees

Section 6 – Key achievements

For each of the areas below, briefly highlight specific key achievements, contributions, or expertise you have developed over your career to date which demonstrate your suitability to meet the challenges of the post:

- Information Management/Processing
- Delivery of results
- Interpersonal and communication skills
- Social Media Skills

When reviewing the draft CMDO job description, what areas do you feel you might require further support/mentoring/training in from the Roscommon CCC?

Section 7 – Personal statement

Personal statement on why you wish to be considered for the post and why you believe your skills and experiences would be of value. This statement should not exceed 500 words.

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| Section 8 – References and additional information | |
| Please include the name, title and contact details for two referees, one of whom should be the your current or most recent employer. | |
| 1. Name/Title | 2. Name/Title |
| | |
| | |
| Address | Address |
| | |
| | |
| | |
| Telephone No. | Telephone No. |
| Email: | Email: |
| Do you require notice before we contact this referee? (Y/N) | Do you require notice before we contact this referee? (Y/N) |
| If you are currently employed what notice period is required for your employer? (Y/N) | |
| Do you hold a current, clean, full driving license and the use of a car? (Y/N) | |
| Are you willing to undergo Garda vetting as a condition of your employment with the company? (Y/N) | |
| Can you provide proof of all qualifications/certification? (Y/N) | |
| If applying for this position are you in a position to work additional hours if required as the post evolves? (Y/N) | |
| Before signing this form below, please ensure that you have replied fully to all of the questions. | |



Section 9 - Declaration

I have reviewed the above information supplied to Roscommon County Childcare Committee and hereby certify that, to the best of my knowledge and belief, such information is true and complete and is not misleading in any material respect. I understand that any falsification, omission or misrepresentation on my part will be treated as serious misconduct and may result in the termination of my employment with the company in the event that I am successful in my application for employment with Roscommon County Childcare Committee.

“I understand that certain information hereby provided by me is personal data, within the meaning of that term as defined in the General Data Protection Regulation (GDPR) Data Protection Act 2018, the “Law Enforcement Directive” (Directive (EU) 2016/680) which has been transposed into Irish law by way of the Data Protection Act 2018 and the Data Protection Acts 1988 and 2003 (“the Acts”) and I confirm that the provision of this information by me so that it may be processed for the purposes of consideration of my application constitutes a consent for the purposes of the Acts”.

I give my permission for enquiries to be made to establish such matters as qualifications, experience and character and for the release by other people or organisations of such information as may be necessary for that purpose. This may include enquiries from past/present employers. The information provided by me will be retained by Roscommon CCC as part of contractual and/or statutory legislation such as Human Resource Management and Funding requirements The submission of this application is taken as consent to this.

Signature: _____

Date: _____

Completed applications should be returned by email to irene.cafferky@roscommonchildcare.ie and marked Childminding Development Officer Application by 12 noon on 24th October 2024.