

<b>Programme dates:</b>	<b>Training:</b> 3 weeks from Monday <b>September 24th</b> to Friday <b>October 12th</b> 2018 (1pm-4.30pm) <i>Lunch included each day.</i>
	<b>Work Placement:</b> 3 weeks from Monday <b>October 15h</b> to Friday <b>November 2nd</b> 2018

PERSONAL DETAILS				
First Name:	Surname:	Date of Birth: ___/___/_____	Age:	Gender:
Nationality:			Right to work: Yes / No	
Address:				
Mobile Phone No:		Email:		
What is your Education History? Year: _____ to _____ Secondary School attended: _____				
Level of Qualification:	Qualification:	Tick if completed:	Year Completed:	
Level 3:	Junior Certificate			
Level 4/5:	Leaving Certificate	Traditional:		
		Leaving Cert Vocational Program (L.C.V.P):		
		Leaving Certificate Applied (L.C.A):		

Further Education:				
Level of Qualification	Tick if completed:	Course title:	Where did you complete this Qualification: (College/FAS/Youthreach/Other)	Year completed:
QQI/FETAC Level 3:				
Level 4:				
Level 5:				
Level 6:				
Level 7:				
Level 8:				
What, if any Training Have you completed? (such as Safe pass, Manual Handling, First Aid, Barista etc)	Training Title:			Year of completion:

Please state which social welfare payment you receive if applicable:

Jobseeker's Allowance

Training Allowance

Disability Allowance

Carer's Allowance

One-Parent Family Payment

Please state if other: \_\_\_\_\_

**PLEASE NOTE:** this does not impact on you completing this Career L.E.A.P. programme.

### EMPLOYMENT/VOLUNTEER HISTORY

Please provide details of your previous or current experience, prioritising most recent role (if any):

Dates/year	Name of Company/Organisation	Roles & responsibilities	Type of employment. Voluntary, Employed, Work experience etc
1.		Role:  Key Responsibilities/duties:	
2.		Role:  Key Responsibilities/duties:	
3.		Role:  Key Responsibilities/duties:	
4.		Role:  Key Responsibilities/duties:	
5.		Role:  Key Responsibilities/duties:	

## GENERAL QUESTIONS

Q. 1 What are your hopes for your future? (For example, where would you like to see yourself in 5 years?)

Q. 2 What do you think has been your biggest challenge in finding a job to date?

Q.3 In your opinion, what five skills do you need to be successful in a job?

1. .

2. .

3.

4.

5.

Q. 4 Why do you want to participate in the Career L.E.A.P. programme? What are you hoping to learn?

Q. 5 what support do you feel you will need while on the programme?

Q. 6 How did you hear about Career LEAP?

**HEALTH** Have you any health issues that you may need extra support with during the programme? *This information will be held in the strictest confidence.* (For example: allergies or required medication)

Do you have any dietary requirements? \_\_\_\_\_

## SUPPORT NETWORKS

### Family Member/or Friend contact details:

Please provide details of a member of your family or a friend who you would identify as a support to you.

Name:

Address:

Phone Number:

Relationship to you:

Would he/she come to an information night about Career LEAP? YES  NO

If yes, what time would suit them best? Morning  Afternoon  Evening

**Youth worker/ Key worker contact details:** please provide the name and contact details of your key contact in your referral service (youth worker, key worker etc).

Name:

Organisation:

Role/Title:

Phone number:

How long has he/she known you?

**Employment Referee:** Please provide the name and contact details of an employment contact.

Name:

Phone number:

Email address:

Company:

Role:

## WORK PLACEMENT

The programme consists of a three-week work placement from **Monday October 15<sup>th</sup> till Friday November 2<sup>nd</sup>, 2018**. You will have the support of a mentor while on placement. **Where would you like to do your work placement? What type of work suits you? What Career Have you identified?** For example: Construction, retail, catering, Reception, marketing, fitness, administration.

## DECLARATION

- I am willing to attend all the training, introduction, and work placement activities organised by the Programme.
- I hereby declare that I have completed this application myself and my answers are true and accurate, to the best of my knowledge.
- Under EU legislation (General Data Protection Regulation-GDPR), Career L.E.A.P. must, and will only use data provided by you with your consent to send you updates and information on training and events. This protects you and it protects us.
  - Do you consent to Career L.E.A.P. sending you updates and information on other trainings and events?  
Please indicate your consent: **Yes / No**
- Career L.E.A.P. may share aspects of the programme (which might include photographs/videos/written material/testimonials) as case studies etc on our website/Facebook/promotional material. It is important to note that sensitive information etc. will not be shared.
  - Do you consent to Career L.E.A.P.'s use of aspects the programme (which might include photographs/videos/written material/testimonials) as case studies etc on our website/Facebook/promotional material?  
Please indicate your consent: **Yes / No**

Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_

### What happens next?

#### PLEASE NOTE

1. You can email your completed application as an attachment to [aimee@swanyouthservice.org](mailto:aimee@swanyouthservice.org)
2. or deliver it by hand or post to;

**Career LEAP, Swan Youth Service, AGATHA'S HALL, Dunne Street Dublin 1**

3. Once you have submitted your application you will be contacted to arrange a time to meet for an interview with the Youth Employment Coordinator to discuss your availability and suitability for the programme.
4. If you have any queries regarding the programme or your application, please call Aimee Harding on 087-0980953 or email [aimee@swanyouthservice.org](mailto:aimee@swanyouthservice.org)