**Horticulture & Workshop Instructor**

**Wexford Mental Health Association**

**10.5 hrs per Week -40 week Fixed Term Contract**

1. **Guidelines:**

**Please complete the form accurately, giving as many details as possible of your skills and experience in relation to this job application. Short listing will be based on the information gathered in the form and the essential criteria for application outlined in the job description. Please read in conjunction with the job description and key skills/competencies. You will be advised of the outcome of your application in writing.**

**Please ensure that the finished form is printed out using Microsoft Word, or print out and complete the form in black ink and block capitals.**

1. **Applicants Details:**

**Personal Information**

|  |  |  |
| --- | --- | --- |
| **Title:** | **Surname:** | **First Name:** |
|  |  |  |

|  |
| --- |
| **Home Address:** |
|  |

|  |  |
| --- | --- |
| **Contact Details** | |
| **Home Number** |  |
| **Mobile:** |  |
| **E-mail:** |  |

1. **Education / Training**

Please tell us about your education and any qualifications which you feel are relevant to the Post. Include relevant courses which you are currently undertaking. Please start with your most recent

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of school/college/university/training body | Subject Studied | Full Time | Part Time | Qualification received | Date Gained |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Employment Record:**

**Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so in Section 6: Experience/Skills. Please indicate if these posts were full time, part time, voluntary, a work placement initiative or other such work programmes, including C.E., Job Initiative, Tús.**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1 Employer/Organisation** | | | | | | | | | | |
| **Name:** | | | | | | | | | | |
| **Address:** | | | | | | | | | | |
| **Job Title:** | | | | **Post** | | | | | **From:** | **To:** |
| **Full Time** | | | | **Part Time** |
|  | | | |  |
| **Brief Description of Duties:** | | | | | | | | | | |
| **Reason for leaving/changing** | | | | | | | | | | |
| **2 Employer/Organisation** | | | | | | | | | | |
| **Name:** | | | | | | | | | | |
| **Address:** | | | | | | | | | | |
| **Job Title:** | **Post** | | | | | | | | **From:** | **To:** |
| **Full Time** | | | | **Part Time** | | | |
|  | | | |  | | | |
| **Brief Description of Duties:** | | | | | | | | | | |
| **Reason for leaving/changing** | | | | | | | | | | |
| **3 Employer/Organisation** | | | | | | | | | | |
| **Name:** | | | | | | | | | | |
| **Address:** | | | | | | | | | | |
| **Job Title:** | | | **Post** | | | | | | **From:** | **To:** |
| **Full Time** | | | **Part Time** | | |
|  | | |  | | |
| **Brief Description of Duties:** | | | | | | | | | | |
| **Reason for leaving/changing** | | | | | | | | | | |
| **4 Employer/Organisation** | | | | | | | | | | |
| **Name:** | | | | | | | | | | |
| **Address:** | | | | | | | | | | |
| **Job Title:** | | **Post** | | | | | | | **From:** | **To:** |
| **Full Time** | | | | | **Part Time** | |
|  | | | | |  | |
| **Brief Description of Duties:** | | | | | | | | | | |
| **Reason for leaving/changing** | | | | | | | | | | |

1. **Experience/Skills**

**This section is for you to give specific information to support your application. Please use a maximum of 400 words per question. For each Question Area you are given a description of a skill or quality. You are then asked to describe a situation, from your own experience, which you think is the best example of what YOU have done which demonstrates this skill or quality. It is essential that you describe how you demonstrated the skill or quality in question. Your experience need not have to be gained in paid employment and may include voluntary work, special interests relevant to the post.**

Some guidelines for presenting yourself well are given below:-

* **Give specific examples** – most questions will ask you to describe an example of when you have demonstrated a skill: try to do this concisely but with enough detail so that the reader will be clear about **what you actually did**.This detail might include information about timescales, the number of people involved etc. It can help to use bullet points so that the sequence of events is clear to the reader.
* **Give a range of examples** – if possible, base your answers on different situations or challenges you faced rather than rely on just one experience. This helps the reader to evaluate how you tackle different challenges and not just your behaviour in a ‘one off’ situation.
* **Be concrete rather than theoretical** – a clear description of **how you actually behaved** in a particular situation (and why) is of much more use to the reader than a vague or general description of what you consider to be desirable attributes.

|  |
| --- |
| Knowledge and Experience Relevant to the Role:  Please provide below SPECIFIC DETAILS from your experience to date that you feel help you meet the post specific requirements for this post  *Have a knowledge and experience of working in services for people who experience mental health challenges.* Maximum word count: 300 |
|  |

1. **References:**

**Please give name, address and position/occupation of two referees. One must be your present or most recent employer. References will only be taken up for the successful candidate. Testimonials or references from friends and relatives are not acceptable.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** | | | |
| **Position:** | | | |
| **Organisation:** | | | |
| **Address:** | | | |
| **Contact Details** | **Work:** | **Mobile** | **E-Mail** |
| **Name:** | | | |
| **Position:** | | | |
| **Organisation:** | | | |
| **Address:** | | | |
| **Contact Details** | **Work:** | **Mobile** | **E-Mail** |

1. **Declaration and Signature**

|  |
| --- |
| **The information supplied in this application form is accurate to the best of my knowledge.**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signed Date** |

By signing and returning this application form you consent to the Wexford Mental Health Association using the information about you, or third parties such as referees, relating to your application of future employment. This information will be used solely in the recruitment process and will be retained for six months from the date on which you were informed whether you have been invited to interview, or six months from the date of interview.

**Thank you for completing the form.**

* Applications must be made by way of an Application Form only to wexfordmha@gmail.com or Theresa Goff, Wexford Mental Health Association, Henrietta Street, Wexford.
* Closing date for receipt of applications is Tuesday 15th March 6.00p.m. (no late applications will be accepted).
* Any incomplete application forms will not be considered.
* Unsuccessful candidates for interview will be informed by letter.
* Successful candidates for interview will be informed by letter.
* The interview will be competency based on essential/desired qualifications/experience and competencies outlined above.
* Successful interview candidates will be required to present a practical Lesson plan outline and be prepared to facilitate part of this lesson plan with interview panel, details of same will be included in the candidates call to interview letter.
* Wexford Mental Health Association is an equal opportunities employer.
* Interview Dates and Start of Employment:
  + Interviews will be held on Tuesday 22nd March
  + Employment will commence Week as soon as possible