A pregnant person and baby silhouettes

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**Application Form for Associate Quality Specialist**

**CDI is an Equal Opportunities Employer.**

**Guidance:**

In the following section, we ask you to describe some of your professional achievements to date that demonstrate certain skills, knowledge and experience which have been identified as necessary for the position of AQS.

For each question you are asked to describe a situation, from your own experience, which you think is the best example to demonstrate or provide evidence of this skill or ability. It is essential that you detail your use and application of the skill or quality in question.

The information you provide will form part of the short-listing process, where necessary, and may also be used to help structure your interview, if you are invited to one. Therefore, compose your replies carefully and try to structure what you write so that you give specific information about what you have done - for example, do not simply say that "X was successful", describe exactly what you did and how you demonstrated the skill or quality in question.

For each of your examples, you must structure your answers to include the following:

1. the nature of the task, problem, or objective
2. what you actually did and how you utilised the skill or quality
3. 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 questions.

**Applicant’s Details:**

|  |
| --- |
| **Name:** |
| **Address:** |
| **Phone/Mobile No:** |
| **Email:** |
| **Skillset/ Area of Expertise:**  **Please tick the following for those areas in which you believe you have the knowledge, skills and experience to work with CDI:**  **Parent Engagement □ Speech and Language □**  **Literacy and STEAM □ Restorative Practices □**  **Additional Needs**  **(including Neurodiversity) □ Youth Mental Health □**  **Service Evaluation, Consultation and Research □** |
| 1. **Please outline your experience in working with children, young people or families, and tell us about the kinds of issues/topics you supported them in.** |
| 1. **Please describe any training you have delivered to peers/professionals. Did you have a role in designing the training content? If so, please tell us how you approached that. How did you assess the relevance and usefulness of the training?** |
| 1. **Please tell us about any role you have had in supporting professionals to enhance their practice. What approaches have you taken (For example, mentoring professionals in relation to best practice, training people in data collection or analysis)?** |
| 1. **How do you generally assess the efficacy of your work? What methods have you found helpful (for example whether you have achieved your targets and delivered a quality service?)** |
| 1. **Outline your experience of working in disadvantaged communities and/or with vulnerable populations. What factors do you take into consideration? How have you tailored your approach?** |
| 1. **Please add any additional information in support of your application.** |

**Referees:**

Please provide the names and contact details of **two** referees.

|  |  |
| --- | --- |
| **Name**: |  |
| **Title/Role** |  |
| **Address:** |  |
| **Relationship to Applicant:** |  |
| **Contact Number:** |  |
|  |  |
| **Name**: |  |
| **Title/Role** |  |
| **Address:** |  |
| **Relationship to Applicant:** |  |
| **Contact Number:** |  |

This Application Form should be fully completed and submitted along with your C.V by e-mail to [info@cdi.ie](mailto:info@cdi.ie).

Applications are reviewed once a month.