

Employment Application Form

*Please type or write in black ink, this form will be photocopied. All information will be kept confidential.*

| **Note:** Answer all questions, incomplete applications may be rejected. Do not attach a cover letter or CV with this application form. |
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| Post Applied For: |  |
| --- | --- |

| **Personal Details** |
| --- |
| First Name: |  |
| Surname: |  |
| Name you prefer to be known as (if different from your first name): |  |
| Preferred Pronouns (e.g.he/she/they): |  |
| Telephone (day): |  |
| Telephone (evening): |  |
| Email: |  |
| Address: |  |

| **General Information** |
| --- |
| ☐ I already have the legal right to work in Ireland.☐ I will require a work permit. |
| If appointed, when would you be able to start? (DD/MM/YYYY) |  |
| Are there any dates or times when you would not be available for interview? |  |
| Please outline your salary expectations: | € |
| Are you currently in receipt of a payment from the Department of Social Protection? | ☐ Yes☐ No |

# Work and Voluntary Experience

*Please describe your current and previous employment/ voluntary work. Start with your current or most recent job/ voluntary position.*

## Present or most recent employment/ voluntary work:

| Employers Name and Address: | Date of Commencement: |  |
| --- | --- | --- |
|  | Period of Notice Required: |  |
| Post Held/ Job Title: |  |
| Reason for Leaving: |  |
| Salary in most recent role: | € |
| *In the box below, please give a brief description of the duties and responsibilities attached to this role. You may attached up to one additional A4 sheet if necessary.* |
|  |

## Previous employment/ voluntary work (most recent first)

*Add additional rows as required.*

| **From****(month/ year)** | **To****(month/ year)** | **Employer****(name, address, nature of business)** | **Position and description of responsibilities** | **Reason for Leaving** | **Leaving Salary** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | € |
|  |  |  |  |  | € |
|  |  |  |  |  | € |

| **Please explain any gaps in employment history (e.g. caring responsibilities, travel, career breaks etc.)** |
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|  |

# Education and Training

Please give details of course(s) undertaken, relevant education and other qualifications obtained (including specialist in-house training, short courses, etc.) that are relevant to his post. **You may be asked to bring evidence of your qualification to interview.**

*Add additional rows as required.*

| **Dates** | **Name and address of institution/ provider** | **Details of course attended** | **Results** |
| --- | --- | --- | --- |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# References

Please give us the name and address of two professional referees. The first should be your current or most recent employer/ voluntary organisation, or course tutor if you are a student. The other should be someone who knows your professional work well enough to be able to comment meaningfully about your ability to carry out this job. They must not be related to you.

| **Reference 1** ***(current or most recent employer)*** | **Reference 2** |
| --- | --- |
| Name |  | Name |  |
| Address |  | Address |  |
| Position |  | Position |  |
| Telephone |  | Telephone |  |
| Email |  | Email |  |
| Relationship |  | Relationship |  |

*We will need your consent to contact referees in advance of contacting them.*

# Other Information

Before competing this section, please read the Job Description and Person Specification for this post carefully. Please ensure that you address all of the criteria in the specification by giving details of work experience (paid or voluntary), skills and achievements relevant to this post and any other information to support your application. This section should be no longer than three A4 pages.

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# Declaration

I confirm that nothing within my personal or professional background deems me unsuitable for a post that involves working with children, young people, or vulnerable adults.

I declare that the above information is true to the best of my knowledge and that I have read and understand the requirements and particulars of the appointment, which have been supplied to me.

| Signed: |  | Dated: |  |
| --- | --- | --- | --- |

*A candidate found to have given false information or to have suppressed any material facts will be liable to disqualification or if appointed dismissal.*