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| --- |
|  **POSITION APPLIED FOR:**  |

**In order to be considered for interview this application form must be completed fully leaving no gaps.**

|  |  |
| --- | --- |
| **SURNAME:** | **FIRST NAME:** |
| **ADDRESS:** | **EMAIL ADDRESS:** |
| **TELEPHONE:** | **MOBILE NUMBER:** |

**REFERENCES**

|  |  |
| --- | --- |
| **1ST Referee (Current / Most Recent)** | **2nd Referee**  |
| **Name:** | **Name:** |
| **Occupation / Relationship to you** | **Occupation / Relationship to you** |
| **Telephone No:** | **Telephone No:** |
| **Email:** | **Email:** |
| **References will not be contacted without your prior agreement** |

**EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **College / University**  | **From** | **To** | **Course / Results** |
|  |  |  |  |
|  |  |  |  |
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| --- | --- | --- | --- |
| **Further Education and formal training** | **From** | **To** | **Course / Results** |
|  |  |  |  |
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| --- |
| **Professional membership and qualifications** |

**EMPLOYMENT HISTORY (Please start with your current or most recent employment)**

|  |
| --- |
| **Name and Address of Current / Most Recent Employer:** |
| **Date Commenced:** |  | **Date of Leaving:** |
| **Position Held:**  |  |
| **Duties and Responsibilities:** |
|  |

**Previous Employment Details**

|  |  |  |
| --- | --- | --- |
| **FROM / TO** | **Employers Name and Address** | **Position Held*****Include a brief description of duties and responsibilities*** |
|  |  |  |
| **FROM / TO** | **Employer’s Name and Address** | **Position Held*****Include a brief description of duties and responsibilities*** |
|  |  |  |
|  |  |  |
|  |  |  |

**VOLUNTARY WORK – relevant to the particular post on offer**

|  |  |  |
| --- | --- | --- |
| **From / To** | **Organisation** | **Description of duties and responsibilities** |
|  |  |  |
|  |  |  |

**COMPETENCY INFORMATION**

|  |
| --- |
| **ESSENTIAL CRITERIA: Please demonstrate fully how you meet the criteria for this particular role. (*Please refer to the Core Competencies required for this role)*** |
|  **NO MORE THAN 400 WORDS** |

**OTHER RELEVANT INFORMATION**

|  |  |
| --- | --- |
| **Do you have a valid driving licence** **(Only if applicable to the role on offer)** | **YES \_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_ Please tick** |

**DECLARATION**

|  |
| --- |
|  Please tick boxI declare that I have never been convicted of any criminal offence nor am I being currently charged with any offence. I have never been subject to any disciplinary procedure or sanctions relating to children or vulnerable adults in a previous employment or my personal life and there are no reasons why I would be considered unsuitable to work with vulnerable persons (children or adults).  I am aware that all offers of employment are subject to Garda Vetting I have been given information about Data protection and my rights and I understand that the information I provide will be used for recruitment purposes only and will not be shared with a third party without my consent.I declare that the information I have given is true to the best of my knowledge and that inaccurate or false information given may result in an offer of employment being withdrawn.Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Completed application form to be emailed to recruit@shine.ie (C.V’s will not be accepted in lieu of application form)