Adamstown Youth & Community Centre

For Office Use Only

No:

### Application Form

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| **Centre Attendant** |

**Please complete this form in BLOCK CAPITAL LETTERS:**

1 First Name:

2 Surname:

3. Address:

1. Telephone: **Home**

## **Work**

**Mobile**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Please print e-mail address carefully, as we will endeavour to correspond with you by e-mail as much as possible.***

1. Do you require an employment permit/visa/authorisation to work in Ireland? Yes No

If answer is Yes, please note that any offer of employment will be conditional upon the individual being legally entitled to live and work in Ireland. Please attach copy of relevant permit/visa/work authorisation with application form.

6: **Requirements:**

Please detail any special needs you may have, and how these can be facilitated during the recruitment process (e.g Sign Language)?

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7. How did you *initially* find out about this job?

Please state : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8: **Qualification Questions**:

* Do you have the experience for this post Yes No

**Please outline from your relevant experience, your suitability for the position of centre attendant in Adamstown Youth and Community Centre (150 words max)**:

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| **9. PARTICULARS OF EDUCATION** |

9 (a). **General Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of School attended** | **From** | **To** | **Certificates/Distinctions obtained** |
|  |  |  |  |
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**Please submit copy of relevant education results for position you are applying for.**

9 (b). **Further Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Course & College** | **From** | **To** | **Result/Qualification achieved** | **Grade obtained**  **EG 2.1, Pass, Credit, etc.** |
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| **10. EMPLOYMENT RECORD** |

10. **Work Experience** – Commencing with the most recent employment. ***Please detail duration of time (i.e. years/months) in each position/job.***

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| --- | --- | --- | --- | --- |
| **Name/Address of Employer** | **From** | **To** | **Grade/Title**  **Job Description** | **Reason for Leaving** |
|  |  |  |  |  |

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| **11. REFEREES** |

11(a): **Referees**: Please name two responsible persons, to whom you are well known but not related (if you are or have been in employment, one of the Referees should be an existing or former Employer):

###### Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title/Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title/Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12: **Driving Licence:**

(i) Do you possess a full unendorsed Driving Licence? Yes No

13: **Any Other Relevant Information**:

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| **14. DECLARATION** |

**PLEASE READ AND SIGN THE DECLARATION BELOW**

I, hereby declare, that all particulars in this application are true and correct, to the best of my knowledge and belief. I give my permission for enquiries to be made to establish such matters as age, qualifications, experience and character and for the release by other people or organisations of such information as may be necessary. This may include enquiries from past/present employers and the submission of this application is taken as consent to this. I am aware that any canvassing, by me, or on my behalf, will disqualify me from the position I am seeking and that any employment offered to me is dependent upon the information given herein being correct. I am aware that false or misleading information or deliberate omissions may result in termination of any employment offered.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Applicant**: **Date**: