**WESTMEATH COMMUNITY DEVELOPMENT**

**EMPLOYMENT APPLICATION FORM**

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

PLEASE NOTE ONLY TYPED APPLICATION FORMS WILL BE ACCEPTED

|  |  |
| --- | --- |
| Position Applied for | Community Development Officer [Ref: CDO24] |

**1. Personal Information**

**Name:**

**Address:**

**Telephone No(s).** Home: Mobile:

**Email Address**:

*Do you possess a full-unendorsed driving license?*

*Do you have access to own vehicle?*

*Have you an EU passport or work permit to*

*work in the Republic of Ireland?*

**2.** **Education and Training**

|  |  |  |
| --- | --- | --- |
| **Post Primary Education** | | |
| **School(s) Attended** | **Dates attended**  **From – To** | **Examinations Successfully Taken** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Third Level Education** | | |
| **Name of College, University/other 3rd level Institution** | **Dates attended**  **From – To** | **Qualification Awarded & Grade** |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Other relevant Training Courses undertaken | | | |
| **Title of Course** | **Name of Organising Body/Institute** | **Dates attended**  **From – To** | **Qualification Awarded** |
|  |  |  |  |
|  |  |  |  |

*(Please add another page if necessary)*

**3. Employment Record**

*Please account for the entire period of employment/experience starting with the* ***most recent***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Employer/**  **Nature of Business** | **From - To** | **Job Title/Position Held**  **With Brief Description of Duties & Responsibilities** | **Reasons for Leaving** |
|  |  |  |  |

*(Please add another page if necessary)*

4. Additional Information

Any other additional information you wish to provide? (Max 300 words)

**5. Referees**

Please give below the name and contact details of two referees, one of whom must be your present or most recent employer. No approach will be made to either referee without your prior permission.

**Referee 1 Referee 2**

**Name:** **Name:**

**Company: Company:**

**Position: Position:**

**Email: Email:**

**Tel No:**   **Tel No:**

Do you have any objection to Westmeath Community Development contacting your past/or present employers?

*Yes or No*

Do you agree to a Garda Clearance Check being carried out? *Yes or No*

If appointed, what is the earliest date you can take up duty?

**6. Declaration**

*I hereby certify that the information supplied on this application is complete, correct and accurate in every respect and it is on that basis only that this application is submitted for consideration and accepted for consideration by Westmeath Community Development. I further understand that the submission of any incorrect or inaccurate information either on this form or at any subsequent selection interview will render the selection interview and any subsequent offer and contract of employment both null and void. I understand that any job offer is subject to references, a probationary period both which must be deemed satisfactory by the organisation.*

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return Application form no later than 4pm on **Friday 26th April 2024** by email to:

**Ref: CDO24**

**Vanessa Moore**

**HR & Corporate Manager**

**vmoore@westcd.ie**

***CVs will not be accepted. Incomplete or late applications received after the closing date and time specified in the advertisement will not be accepted***

*Shortlisting: Westmeath Community Development may decide, by reason of the number of persons seeking admission to the competition to carry out a short-listing procedure. The number of persons to be invited to interview shall be determined by Westmeath Community Development. Shortlisting will be based on qualifications, relevant experience, and information submitted on the application form.*

*Data Protection: All personal information provided on this application form will be stored securely by Westmeath Community Development to which you are applying and will be used for the purposes of the recruitment process. Application forms will be retained for a period of one year, and in the case of a successful candidate, for the duration of employment and a minimum of one year thereafter. This information will not be disclosed to any external third party without your consent, except where necessary to comply with statutory requirements. Internally, the information may be made available to relevant employees and Board members of Westmeath Community Development involved in the Shortlisting/Interviewing Panel. You may, at any time, make a request for access to the information held about you as outlined. Should you wish to make any changes, or erasures to any of the information stored about you, please contact the Data Protection officer.*

