**APPLICATION FOR EMPLOYMENT**



WESTMEATH COMMUNITY DEVELOPMENT

**PRIVATE AND CONFIDENTIAL**

|  |  |
| --- | --- |
| Position Applied for: | Employment Officer |

|  |
| --- |
| Personal details |

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name: |  | **First Name:** |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Postcode: |  |

|  |  |
| --- | --- |
| **Tel Contact No.** |  |

|  |  |
| --- | --- |
| **E-mail address:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you eligible to work in the Republic of Ireland | Yes |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you possess a full-unendorsed driving license | Yes |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have access to own vehicle | Yes |  | No |  |

|  |
| --- |
| 2. How did you find out about this vacancy? \*\* *Mandatory field* |

[www.westcd.ie](http://www.westcd.ie) or WCD social media channels

[Activelink](http://www.publicjobs.ie)

|  |  |
| --- | --- |
| Other (please specify): |  |

|  |
| --- |
| 3. Education & Training /Professional Qualifications |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of School or College** | **Dates** | | **Exams, Degrees & Qualifications**  **Indicate the year**  **Year** | |
| **From** | **To** |
|  |  |  |  |  |

|  |
| --- |
| **4. Other relevant courses (including ICT)** |
| Please give details: |

|  |
| --- |
| 5. Employment History |
| **Previous Employment:** Please include any previous experience starting with the most recent first. |

**Current or most recent employer**

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  | |  |  | | --- | --- | | Postcode: |  | |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date Started: |  | | Leaving Date: |  |
| Reason for Leaving: |  | | | |
| **Brief description of duties:** | |
|  | | | | | |

**Previous employer**

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  | |  |  | | --- | --- | | Postcode: |  | |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date Started: |  | | Leaving Date: |  |
| Reason for leaving: |  | | | |
| **Brief description of duties:** | |
|  | | | | | |
|  | | | | | |

**Previous employer**

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  | |  |  | | --- | --- | | Postcode: |  | |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |  | Leaving Date: |  |
| Reason for leaving: |  | | |

|  |
| --- |
| **Brief description of duties:** |
|  | |
|  | |

Continue on separate sheet if necessary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | | **6.** **Skills, abilities and experience** | |  | | Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples). Max. 500 words. | |  | |

|  |
| --- |
| 7. References |

Please give the names and addresses of two persons who have agreed to act as referees. One referee must be someone from your current or most recent employer with knowledge of your skills and experience *[References will not be taken up without the applicants consent].*

|  |  |  |  |
| --- | --- | --- | --- |
| **1st Referee** | | **2nd Referee** | |
| **Name** |  | **Name** |  |
| **Address** |  | **Address** |  |
| **Occupation** |  | **Occupation** |  |
| **Telephone** |  | **Telephone** |  |
| **Email** |  | **Email** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you agree to a Garda Clearance check being conducted | Yes |  | No |  |

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

|  |
| --- |
| 8. Declaration |

|  |
| --- |
| In submitting this application form, I declare to the best of my knowledge and belief all particulars I have given are complete and true.  I understand that any false declaration, misleading statement or significant omission may disqualify me from employment and render me liable to dismissal.  I understand that any job offer is subject to successfully securing satisfactory references, Garda Vetting clearance and successful completion of required probationary period. |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | **Date:** |  |
|  |

Please return completed Application form by email to:Vanessa Moore, HR & Corporate Manager

[vmoore@westcd.ie](mailto:vmoore@westcd.ie)

Closing date is **Friday 4th July 2025 at 4pm**

***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.*

