

**Longford School Completion**

**Application Form**

**Job Reference:\_\_\_\_\_\_\_\_\_\_\_\_**

**Please Complete Application using typed text only**

| **PERSONAL DETAILS** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Surname:** | | |  | **First Name(s):** | | | |
| **Address for Correspondence:** | | |  | **Home Address (if different):** | | | |
| **Email Address:** | | |  | **Mobile Telephone Number:** | | | |
| Do have a current full driving licence?  Yes ☐ No ☐  ***Double click in the applicable box & select ‘checked’*** | | |  | Details of any endorsement(s): | | | |
| For the purposes of work permits and visa applications, are you a member of an EU Member State?    Yes ☐ No ☐  ***Double click in the applicable box & select ‘checked’*** | | |  | If your answer is No, please outline whether you will require a:  Work Visa ☐ an Entry Visa ☐  ***Double click in the applicable box & select ‘checked’*** | | | |
| **GENERAL INFORMATION** | | | | | | | |
| **Position(s) / Project Applied For:** | | |  | **Job Location(s):** | | | |
| **Current Occupation (if applicable):** | | |  | **If currently employed – how much notice must you give?** | | | |
| **EDUCATION DETAILS** | | | | | | | |
| **Names and addresses of schools, colleges or universities attended** | **Dates Attended** | **Qualifications obtained**  **(Please state type of qualification, subjects studied and grade achieved)** | | | **Awarding Body\*** | **Date(s) Awarded** | |
|  |  |  | | |  |  | |
|  |  |  | | |  |  | |

**\* Use appropriate initials e.g. NCEA, NUI etc**

**(Please use additional sheets if necessary)**

| **COMPUTER COMPETENCE** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Software Package** | | **No Knowledge** | | **Limited Familiarity** | **Extensive Use in Work Situation** | **Qualification (if held) & Title of Award** | | |
| Microsoft Word | | ☐ | | ☐ |  |  | | |
| Microsoft Excel | | ☐ | | ☐ |  |  | | |
| Microsoft PowerPoint | | ☐ | | ☐ |  |  | | |
|  | | ***Double click in the applicable box & select ‘checked’*** | | | |  | | |
| Other (specify) | |  | | | |  | | |
| **ADDITIONAL TRAINING & DEVELOPMENT**  **(Relevant to the post)** | | | | | | | | |
| **Title of the Course Attended** | **Name of College/ Training Centre Attended** | | **Content/ Details of Course** | | | | **Dates Attended** | **Qualification/ Title of Award attained** |
|  |  | |  | | | |  |  |
|  |  | |  | | | |  |  |

| **VOLUNTEERING HISTORY**  **(If Applicable)** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Hours per week** | **Organisation’s name, nature of business and location** | **Brief description of your role and responsibilities** | | | **Inclusive dates**  **(from – to)** | **Reason for ceasing volunteering** |
|  |  |  | | |  |  |
| **EMPLOYMENT HISTORY**  **(List the most recent employment first)** | | | | | | |
| 1. **CURRENT EMPLOYER:**   **Company Name, Address & Telephone Number** | | | | **Nature of Business:** | | |
| **Job title held:**  **Key Responsibilities:** | | | | | | |
| **Dates Employed:**  **From: To:** | | | **Length of Service:** | | | |
| **Reason for Leaving:** | | | | | | |

| 1. **Previous Employer:**   **Company Name, Address & Telephone Number** | | **Nature of Business:** |
| --- | --- | --- |
| **Job title held:**  **Key Responsibilities:** | | |
| **Dates Employed:**  **From: To:** | **Length of Service:** | |
| **Reason for Leaving:** | | |

| 1. **Previous Employer:**   **Company Name, Address & Telephone Number** | | **Nature of Business:** |
| --- | --- | --- |
| **Job title held:**  **Key Responsibilities:** | | |
| **Dates Employed:**  **From: To:** | **Length of Service:** | |
| **Reason for Leaving:** | | |

| **ADDITIONAL INFORMATION**  **Regarding your application** |
| --- |
| Please say (**in 200 words or less**) why you are applying for this position and what qualities you consider |
| Give examples (**in 200 words or less**) of work, academic and non-academic (activities, clubs, societies, voluntary work) where you have been a member of a team. Describe in more detail a recent activity where you were particularly pleased with your achievements. |
| Please give details (**in 200 words or less**) of any relevant areas of particular interest which you wish to discuss at interview or any further information you wish to supply in support of your application? |
| **LEISURE ACTIVITIES** |
| Please give details of your hobbies and interests: |

| **REFERENCES** | | | |
| --- | --- | --- | --- |
| **Please list name, address, telephone number and email address of two referees:** | | | |
| **Referee #1** | | **Referee #2** | |
| Name |  | Name |  |
| Address |  | Address |  |
| Telephone No |  | Telephone No |  |
| Email address |  | Email address |  |
| Please indicate if we have your permission to contact these referees without further notice:-  Yes ☐ No ☐ | | | |
| **CONDITIONS** | | | |
| **If you are successful in your application and are offered a position with Longford School Completion Programme the offer may be conditional upon you:-**   1. Successfully completing Garda Vetting clearance 2. Producing evidence to show that you are entitled to live and work in Ireland 3. Completion of 2 successful reference checks 4. *You may be required to own or have the use of a car*   **Please note;**   * **The onus is on candidates to clearly display eligibility for the role on the job application form.** * **Canvassing will result in immediate disqualification.** | | | |
| **DECLARATION** | | | |
| “I have reviewed the above information supplied to Longford School Completion Programme and hereby certify that, to the best of my knowledge and belief, such information is true and complete and is not misleading in any material respect. I understand that any falsification, omission or misrepresentation on my part will be treated as serious misconduct and may result in the termination of my employment with the company in the event that I am successful in my application for employment with Longford School Completion Programme”.  “I understand that certain information hereby provided by me is personal data, within the meaning of that term as defined in the Data Protection Acts 1988 and 2003 (the “Acts”), and I confirm that the provision of this information by me so that it may be processed for the purposes of consideration of my application constitutes a consent for the purposes of the Acts”.  Signature:  Date:  ***\*Handwritten signature not required if returning application form by email*** | | | |

| **RECRUITMENT SOURCE** | **HOW TO RETURN YOUR APPLICATION FORM** |
| --- | --- |
| **☐** Website (please specify)  ....................................................  **☐** Employee referral (please specify)  ....................................................  **☐** Other (please specify)  Direct Email | Once complete, please return this Form by the deadline date and time specified in the job information sheet:   * **By email to** [**longfordscpjobs@gmail.com**](mailto:longfordscpjobs@gmail.com) |