**Westmeath Community Development**

Mullingar E.T.I. Ctr

Mullingar Business Park

Mullingar

Co Westmeath

N91 X012

Tel: 044 – 93 48571

Email: [info@westcd.ie](mailto:info@westcd.ie)

Website [www.westcd.ie](http://www.westcd.ie)



**EMPLOYMENT APPLICATION FORM**

**CONFIDENTIAL**

*This application form, when completed should be returned to: REF: Emp Off 2017, Tricia McKenna, Coordinator Services to Unemployed, Westmeath Community Development, Mullingar ETI Ctr, Mullingar Business Park , Mullingar, Co Westmeath. Closing Date for receipt of applications is* ***Friday 10th November at 1pm 2017****.*

Positions will be awarded subject to WCD securing SICAP 2018-2022 Funding

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| Position Applied For: SICAP Employment Officer |

**1. Personal Information**

**Name in Full**

*(Block letters)*

**Address**

*(Block letters)*

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

**Email Address**:

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

*Do you have access to own vehicle?*

*Have you an EU passport or work permit to*

*work in the Republic of Ireland?*

*Are you interested in applying for the:*

*Athlone post □ Mullingar Post □ both □*

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

|  |  |  |
| --- | --- | --- |
| **Post Primary Education** | | |
| **School(s) Attended** | **Dates attended**  **From – To** | **Examinations Successfully Taken** |
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|  |  |  |
| --- | --- | --- |
| **Third Level Education** | | |
| **Name of College, University/other 3rd level Institution** | **Dates attended**  **From – To** | **Qualification Awarded & Grade** |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Other relevant Training Courses undertaken (either in house or privately): | | | |
| **Title of Course**  **-Various-** | | **Name of Organising Body/**  **Institute** | **Dates attended**  **From – To**  **2006-2016** | **Qualification Awarded**  **-Various-** |
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| **Please provide details of Membership of Professional Bodies or Institutions** (if any)**:** |
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3. Interests/Achievements

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| Please outline your interests/hobbies and/or personal achievements |
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**4. Employment Record**

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

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

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

4. Additional Information

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| --- |
| What attracts you to this position? (Max 100 words) |
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| --- |
| **Please outline how your work experience, skills and/or qualifications relate to this position. (Max 300 words)** |
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| --- |
| **Please include here the skills and experience you have carrying out career planning and job seeking activities for clients (Max 300 words)** |
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| **Please include here any other relevant information in support of your application. (Max 300 words)** |
|  |

Westmeath Community Development is committed to meeting its requirements under the terms of the Disability Act, 2005 to employ persons who are defined as having a disability within the terms of the Act.

Accordingly, applications from persons with disabilities are welcome and information about disability is only requested on the application form in order that appropriate arrangements for an interview can be made, if necessary.

\*Do you consider that you have a disability?

If yes, please give details of the nature of your disability and your requirements, if any, to enable us to make appropriate arrangements for this competition and your subsequent employment, if successful.

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**Referees**

*Please give below the name and address 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.*

*Name:*

*Tel No:*   *Tel No:*

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

*Yes No*

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

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

*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.*

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

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

*Please return* ***THREE signed and completed application forms in hard copy*** *format to:*

**REF: Emp Off 2017**

**Tricia McKenna  
Coordinator Services to the Unemployed**

# Westmeath Community Development

**Mullingar E.T.I. Ctr**

**Mullingar Business Park**

**Mullingar**

***Applications received after the closing date and time specified in the advertisement relating to this position 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 and appendices.***