

**JOB APPLICATION FORM**

***Please note that the information you provide will be used in the shortlisting of candidates for interview so it is important to complete this application form in full – expand sections as necessary to accommodate your answers. All applications should be typed and submitted by email in PDF format. Please do not submit CVs****.*

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| --- | --- |
| Job Title | Manager of Services |
| Where did you see the job advertised |  |

1. **Personal Details**

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Address: |  |
| Daytime Tel No: |  |
| Email address |  |
| Detail any restrictions on your right to work in the Republic of Ireland. |  |
| Do you have a driver’s license |  |
| Do you own a car |  |

1. **Work Experience**

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| --- | --- | --- | --- | --- | --- |
| **2.1 Current or Most Recent Employment** | | | | | |
| Job Title | |  | | | |
| Employer Name & Address | |  | | | |
| Line Manager’s Name | |  | | | |
| Dates | | From: | | To: | |
| Brief Description of Job Role and Key Responsibilities | |  | | | |
| Current Salary |  | | Notice Period | |  |
| * 1. **Employment History**   Please provide details of past work experience starting with most recent | | | | | |
| Dates | Employer | | Job Title | | Reason for Leaving |
|  |  | |  | |  |
| Brief description of role and responsibilities | | | | | |
| Dates | Employer | | Job Title | | Reason for Leaving |
|  |  | |  | |  |
| Brief description of role and responsibilities | | | | | |
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|  |  | |  | |  |
| Brief description of role and responsibilities | | | | | |
| Dates | Employer | | Job Title | | Reason for Leaving |
|  |  | |  | |  |
| Brief description of role and responsibilities | | | | | |

1. **Relevant Qualifications & Training**

Please list all qualifications you hold and/or training you’ve attended, relevant to the role you are applying for.

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| --- | --- | --- |
| Date | Qualification / Course Title | Educational or Training Institution |
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1. **Volunteering Experience**

Please give details of any voluntary work undertaken relevant to this role

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1. **Describe how you meet the requirements of the role**

The person specification highlights essential skills, abilities, knowledge and qualifications required to carry out this post. Please highlight how you meet this criterion having regard for the job description and drawing upon all your experience, whether in paid work or in a voluntary capacity. Please give practical examples where possible to evidence your ability to meet the criteria for the role.

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1. **References**

Please give details of at two referees, one of whom must be your current/most recent employer.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Tel | Email | Relationship to you |
|  |  |  |  |
|  |  |  |  |

1. **Declaration**

I declare that all information set forth in this application form is, to the best of my knowledge, true and complete.

I understand that any offer of employment arising from this application will be subject to satisfactory references and Garda vetting.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please email applications to* [dvashrsligo@gmail.com](mailto:dvassligohr@gmail.com)*. By 5:00p.m. Monday, 27 March 2017*

*Only shortlisted candidates will be contacted.*