Employment Application Form

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| **Answer all questions, incomplete applications may be rejected. Do not attach a CV with this application form.** |

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| **Position applied for** |  |

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| **Personal Details** |
| First Name: |  |
| Surname: |  |
| Name you prefer to be known as (if different from your first name) |  |
| Phone Number: |  |
| Email: |  |
| Address: |  |

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| **General Information** |
| [ ]  I already have the legal right to work in Ireland.[ ]  I will require a work permit. |
| If appointed, when would you be able to start?  |  |

**Present or most recent job/placement/voluntary position:**

|  |  |
| --- | --- |
| Employers Name and Address |  |
| Was this position paid or voluntary? Full time or part time?  |  |
| Start date  |  |
| Period of notice required |  |
| Position held/Job title |  |
| Reason for leaving |  |

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| Please give a brief description of the duties and responsibilities you undertook while in this position.  |
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**Previous employment/ voluntary work (most recent first):**

*Add additional rows as required.*

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| --- | --- | --- | --- |
| **From****(month/year)** | **To****(month/year)** | **Employer** | **Position and description of responsibilities** |
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| **Please explain any gaps in employment history (e.g. travel, career breaks etc)** |
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# Education and Training

Please give details of course(s) undertaken, relevant education and other qualifications obtained (including specialist in-house training, short courses, etc.) that are relevant to his post.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From** | **To** | **Name and address of institution/provider** | **Details of course** | **Duration of course and qualification received (if any)** |
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References

Please give us the name and address of two professional referees. The first should be your current or most recent employer/voluntary/work placement organisation. The other referee should be someone who knows your professional work well enough to be able to comment meaningfully about your ability to carry out this job. They must not be related to you.

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| --- | --- |
| Reference 1 *(current or most recent employer)* | Reference 2 |
| Name |  | Name |  |
| Address |  | Address |  |
| Position |  | Position |  |
| Telephone |  | Telephone |  |
| Email |  | Email |  |
| Relationship |  | Relationship |  |

*We will seek your consent to contact referees in advance of contacting them.*

# Other Information

Before completing this section, please read the Job Description and Person Specification for this post carefully. Please ensure that you address all of the criteria in the specification by giving details of work experience (paid or voluntary), skills and achievements relevant to this post and any other information to support your application*.* Please add additional space if needed.

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*As a matter of policy all youth work employees and volunteers at Kilmore West Youth Project undergo Garda Vetting prior to starting in their roles.*

*Thank you for taking the time to complete this application.*