**EMPLOYMENT APPLICATION FORM**

* Please complete all sections; a CV will not be accepted.
* Please use the page provided at the end of the form if you need to include additional information in your application.
* Typing is preferable, however, if not possible, please use block capitals and black ink.
* Please ensure that all pages of the form are fully completed

**Section 1. Application Details**

**Position Applied for**  **Location**

**Are you an internal candidate?** Yes No

**Are there any restrictions on your right to work in Ireland?** Yes No

If yes please give details:

**Have you previously been employed by Enable Ireland?** Yes No

**Where did you hear about this position?** Enable Ireland Website

 Irishjobs Website

If other please give details Newspaper/Local paper

 Other

**Section 2. Contact Information**

**First Name Surname**

**Address**

**E-mail Address Phone**

**Do you have a full clean driving licence** Yes No

**Do you have access to your own motorised transport?** Yes No

**Section 3. Education, Qualifications & Training**

**(Please give details of your education, qualifications and training to date)**

|  |
| --- |
| **Third Level**  |
| **Schools, colleges and universities attended**  | **From**(Month/Year) | **To**(Month/Year) | **Qualification/Result**  |
|  |  |  |  |
|  |  |  |  |
| **Second Level**  |
| **School attended**  | **From**(Month/Year) | **To**(Month/Year) | **Qualification/Result**  |
|  |  |  |  |
| **Professional Qualifications**  |
|  |
| **Additional training (including employment based training)** |
|  |
| **IT Training/Skills (Please select your level of familiarity with the below)**  |
| **Programme**  | **Unfamiliar** | **Basic** | **Intermediate** | **Advanced** |
| Microsoft Word |  |  |  |  |
| Microsoft PowerPoint |  |  |  |  |
| Microsoft Excel |  |  |  |  |
| Email e.g. Outlook  |  |  |  |  |
| Use of Databases  |  |  |  |  |

**Section 4. Employment Record**

**(Give details of current and previous employment, beginning with your current/most recent position)**

|  |
| --- |
| **1. Current or Most Recent Employer**Please list below details of current/most recent employment.  |
| **Name of Employer** **& Nature of Business** | **From**(Month/Year) | **To**(Month/Year) | **Average Hours worked per week for duration** |
|  |  |  |  |
| **Position Title** | **Reason for Leaving** (or considering leaving) |
|  |  |
| **Main duties and responsibilities** |
|   |
| **2. Previous Employment** Please list below details of previous employment |
| **i) Name of Employer**  **& Nature of Business** | **From**(Month/Year) | **To****(**Month/Year) | **Average Hours worked per week for duration** |
|  |  |  |  |
| **Position Title** | **Reason for Leaving** |
|  |  |
| **Main duties and responsibilities** |
|  |
| **ii) Name of Employer**  **& Nature of Business** | **From**(Month/Year) | **To****(**Month/Year) | **Average Hours worked per week for duration** |
|  |  |  |  |
| **Position Title** | **Reason for Leaving**  |
|  |  |
| **Main duties and responsibilities** |
|  |
| **iii) Name of Employer**  **& Nature of Business** | **From**(Month/Year) | **To****(**Month/Year) | **Average Hours worked per week for duration** |
|  |  |  |  |
| **Position Title** | **Reason for Leaving**  |
|  |  |
| **Main duties and responsibilities** |
|  |
| **iv) Name of Employer**  **& Nature of Business** | **From**(Month/Year) | **To****(**Month/Year) | **Average Hours worked per week for duration** |
|  |  |  |  |
| **Position Title** | **Reason for Leaving**  |
|  |  |
| **Main duties and responsibilities** |
|  |

**Note: Please use additional sheet at the end of this form if required to add further details on previous employment.**

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| **3. Voluntary Work**Please describe any relevant voluntary work you have undertaken.  |
| **Name of organisation**  | **From**(Month/Year) | **To****(**Month/Year) | **Hours** | **Duties** |
|  |  |  |  |  |
|  |  |  |  |  |

**Are you registered with CORU?** Yes No

**If yes, please provide your CORU registration number.**  Number: N/A

|  |
| --- |
| **4. Gaps in Employment** Please account for any gaps in your employment, including any periods of unemployment, below |
| **From**(Month/Year) | **To****(**Month/Year) | **Reason(s)** |
|  |  |  |
|  |  |  |

**Section 5. Additional Information**

(To assist the evaluation of your suitability for the vacant position, please answer the following questions).

**1. Please outline with examples your three main strengths that you can bring to this position relevant to the job description and person specification.**

|  |
| --- |
| **1.** |
| **2.** |
| **3.**  |

**2. Please state your main reason(s) why you seek this position.**

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|  |

**3. Notice Period**

**What notice is required in your current position?**

**4. Salary Expectations**

**Current salary Salary expectation**

**Section 6. References**

Please state name, address and telephone number of three referees, one of whom must be your current or most recent employer.

**Note:** i) Employers’ references will be required before offer of an appointment.

ii) Referees cannot be related to you.

iii) You will be advised if/when referees will be contacted.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation**  | **Referee** | **Position/Professional Relationship** | **Phone No.** | **E-mail**  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Section 7. Declaration**

I confirm that the details given on this application form, are to the best of my knowledge, true and complete and there is nothing in my background/character that would render me unsuitable to work with vulnerable persons/children or any other division of Enable Ireland.

(Any false information, knowingly furnished, could lead to an offer of employment being withdrawn or to further action, up to and including dismissal)

**Signed Date**

**Additional Sheet (to be completed if you want to add additional relevant information to your application)**

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