

# Application Form

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***Entries may be typed or hand written with black pen – it is important that hand writing is clearly legible. Any additional sheets used should be attached by a paperclip and NOT stapled to this form.***

Post applied for:

Full Name:

.....

Home Address: .....

.....

..... Telephone Number: .....

Email: .....

Present Position & Main Duties and Responsibilities  
[continue on a separate page if you need to]:

Notice period required: \_\_\_\_\_ Current Salary: \_\_\_\_\_

Education History

*Second & Third Level*

School or College Attended	Period From                      To	Qualification Obtained	Date Obtained

*Professional & Technical Training*

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Place of Training	Period From                  To	Qualification Obtained	Date Obtained

*Professional Registration Details*

Date of Registration	Name of Body or Association	Registration Number

Employment History to Date (starting with most recent employer)  
[continue on a separate page if you need to]

Dates From                  To	Employers Address	Post held & main duties undertaken	Salary & reason for leaving

Voluntary Work/Student Placements to Date

Dates From      To	Name of Organization	Main duties and Responsibilities	Reason for Leaving

Short Courses, Training Days Undertaken to Date

Date of course	Facilitating group	Content of course	Benefit to you

**Why I am Applying for this Post**

Please state clearly why you believe you are suitable for the post for which you are applying, paying particular attention to the 'essential' and 'desirable' criteria in the Job Description [continue on a separate page if you need to]:

**Referees:**

A minimum of two references will be required and the reference from your current/most recent employer should be from your line manager.

1 <sup>st</sup> Referee	2 <sup>nd</sup> Referee
Period of employment	Period of employment
Name:	Name:
Occupation/relationship to you	Occupation/relationship to you
Address	Address
Telephone No:	Telephone No:
May we contact prior to interview? Yes /No	May we contract prior to interview? Yes/No

How many working days were you absent due to illness in the last 12 months?

May we check your sickness record when taking up references Yes/No.

Where did you see this post advertised: \_\_\_\_\_

Do you need a work permit? Yes/No

I certify that the information I have given on this application form is accurate to the best of my knowledge and belief.

Signed ..... Date .....

Please return to:

Ita Burkett, HR Officer  
Coolmine House  
19 Lord Edward Street  
Dublin 2.

ita@coolminetc.ie

PH: 6794822. FAX: 01 6793430