

PERSONAL DETAILS

Full Name:	
Address:	
Post Code:	
Telephone Home: Work: Mobile:	
Email Address:	

Data Protection Statement

The information that you provide on this form and obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

Declaration

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

Signature:

Date:

This first page is removed prior to being considered for shortlisting.

EDUCATIONAL & QUALIFICATIONS

Please provide details of institute or professional body, qualifications in full and indicate attainment level

PERSONAL DEVELOPMENT

Personal Development (include any courses, memberships, voluntary work or responsibilities you consider relevant, with outcomes where applicable)

COMPETENCIES

Please provide details of relevant experience **against the categories in the person specification document**, to demonstrate your experience, knowledge, skills and personal qualities in each area. Please include any information you feel is relevant, either work related or personal.
Use additional pages if required. This information will be used to compile the shortlist for interviewing.

Qualifications and Attainments

Work and Other Experience

Skills

Personal Qualities

REFEREES (Please indicate two people who can provide references – one of whom should be your present or most recent employer)

Name:	Name:
Address:	Address:
Tel. No.	Tel. No.
Email:	Email:
Occupation:	Occupation:
I give <input type="checkbox"/> / do not give <input type="checkbox"/> permission to take up my references prior to an offer of employment being made. (Delete clearly as appropriate)	I give <input type="checkbox"/> / do not give <input type="checkbox"/> permission to take up my references prior to an offer of employment being made. (Delete clearly as appropriate)