



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)

<u>Third Level</u>			
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.

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.

4. Notice Period

What notice is required in your current position?

5. 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)