****

**APPLICATION FORM**

POSITION APPLIED FOR:

NAME:

ADDRESS:

TELEPHONE NUMBER:

EMAIL ADDRESS:

**RELEVANT QUALIFICATIONS FOR THE POST**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DATES**  **From:**  **To:** | **Educational Institution** | **Conferring Body** | **Course of Study** | **Qualification**  **Achieved** | **Grades Achieved** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**ADDITIONAL EDUCATIONAL ACHIEVEMENTS:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DATES**  **From:**  **To:** | **Educational Institution** | **Conferring Body** | **Course of Study** | **Qualification**  **Achieved** | **Grades Achieved** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**CAREER OVERVIEW**: (Please start with the most recent)

|  |
| --- |
| **1.** |
| Dates of Employment: |
| Place of Employment: |
| Position: |
| Role and Responsibilities: |
| Reason for Leaving: |

|  |
| --- |
| **2.** |
| Dates of Employment: |
| Place of Employment: |
| Position: |
| Role and Responsibilities: |
| Reason for leaving: |

|  |
| --- |
| **3.** |
| Dates of Employment: |
| Place of Employment: |
| Position: |
| Role and Responsibilities: |
| Reason for Leaving: |

|  |
| --- |
| **4.** |
| Dates of Employment: |
| Place of Employment: |
| Position: |
| Role and Responsibilities: |
| Reason for Leaving: |

**HOBBIES AND INTERESTS**:

# SUPPORTING INFORMATION FOR YOUR APPLICATION:

**CURRENT EMPLOYER:-**

**REFEREES** (**3** - to include your current employer - All details in boxes to be complete)

**1.** Name and Job Title of Referee:

Professional Relationship to Candidate:

Postal Address:

Contact Details - Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2.** Name and Job Title of Referee:

Professional Relationship to Candidate:

Postal Address:

Contact Details - Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.** Name and Job Title of Referee:

Professional Relationship to Candidate:

Postal Address:

Contact Details - Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are there any criminal convictions recorded against you? YES NO

If ‘yes’ please provide details:

*(Garda Vetting will be a requirement for this post)*

Have you availed of any public sector exit scheme, such as the Voluntary Retirement or Voluntary Redundancy Schemes?

If ‘yes’ please provide details:

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_

Please return the completed application form to the following email address:

[valerie@wellsprings.ie](mailto:valerie@wellsprings.ie)

|  |
| --- |
| **FOR OFFICE USE ONLY** |
| **Closing Date: Tuesday 3rd May with interviews the 9/10th May** |
| **Date Application form issued:** |
| **Date Application form received:** |