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| ***CONFIDENTIAL***  **APPLICATION FOR EMPLOYMENT** |

* Please complete all sections in dark ink or typescript as this form will be copied.
* Seeking support of Board of Management members or employees of the Association, either directly or indirectly will disqualify your application.
* Curriculum Vitae or supplementary information may be submitted (unless specifically excluded) if you do not include personal information which is excluded from the Application Form. For Example, sex or name of school. If you do include any of this information, your application *will not* be considered.
* Please add your initials, surname and job title to any additional sheets you send.

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| **JOB TITLE:** |
| **LOCATION:** |
| **REFERENCE:** |

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| **PERSONAL DETAILS** | |
| **SURNAME:** | **INITIALS:** |
| **ADDRESS:** | **CONTACT NUMBER(S):**  **EMAIL ADDRESS(ES):** |
| **NATIONAL INSURANCE NUMBER:** | |

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| **EDUCATION, QUALIFICATIONS AND TRAINING** | | | |
| Please give details of your education, qualifications, and training relevant to the post. | | | |
| **Course Undertaken** | **Course Duration** | **Study Method** | **Qualification Gained** |
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| **EMPLOYMENT HISTORY** | | | |
| **PRESENT EMPLOYMENT** | | | |
| **NAME & ADDRESS OF EMPLOYER** | | **JOB TITLE**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **ANNUAL SALARY OR**  **WEEKLY WAGE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **DATE STARTED**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **NOTICE REQUIRED** | |
| **BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES** | | | |
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| **PREVIOUS EMPLOYMENT – PLEASE GIVE MOST RECENT EMPLOYER FIRST** | | | |
| **NAME OF EMPLOYER** | **JOB TITLE & BRIEF DESCRIPTION OF DUTIES** | | **DATES**  **FROM TO** |
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| **0THER INFORMATION IN SUPPORT OF YOUR APPLICATION.**  Please give details of any skills, knowledge or experience you feel is relevant to your application. This does not have to be related to paid employment. It may be related to voluntary or unpaid work, managing a household or any other activity you feel is relevant.  We would find helpful if you could look at the job description for this position and tell us how you meet the criteria and explain why you are interested in this role. |
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| **ATTENDANCE MANAGEMENT** | |
| Please state number of days absent from work in the past 2 years and reason for absence: | Days: |
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| **MEMBERSHIP OF PROFESSIONAL BODIES** |
| Complete this section where the person specification indicates that membership of a professional body is required for this post.  Are you a member of the necessary body? **YES/NO**  Please give the level or grade of membership (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Length of membership? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **DRIVING LICENCE** |
| Complete this section where the person specification indicates that a driving licence is required.  Do you hold a current driving licence? **YES/NO**  Do you have any penalty points on your licence? **YES/NO**  If yes, how many? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **RELATIONSHIPS TO BOARD MEMBERS OR SENIOR EMPLOYEES** |
| Are you related to any Board of Management Member or Employee of the Association? **YES/NO**  If yes, please details name, relationship, and position of the person. If none, please write **“*NONE”*** |



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| **REFERENCES** | |
| Please give details of two referees. Where you are currently in employment or have been in employment, at least one referee should normally be from your current or most recent employer. | |
| NAME:  OCCUPATION:  EMPLOYMENT REFEREE: **YES/NO**  PERSONAL REFEREE: **YES/NO** | ADDRESS:  EMAIL ADDRESS:  Can we contact the referee now? **YES/NO** |
| NAME:  OCCUPATION:  EMPLOYMENT REFEREE: **YES/NO**  PERSONAL REFEREE: **YES/NO** | ADDRESS:  EMAIL ADDRESS:  Can we contact the referee now? **YES/NO** |

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| **DECLARATION** |
| I declare that the information I have given above and in any attached sheets is correct. I understand that I may be excluded from the recruitment process or dismissed if appointed to the position.  **Signature:** ……………………………………………………………. **Date:** …………………………………………………………  (Initials and Surname only) |