



APPLICATION FORM

Please complete all parts of the form and return it, together with two copies, to the address shown on the back page.

Post Applied For
Where did you learn of this vacancy?

1. Personal Information

Surname	Firstnames
Address	Daytime contact no. Other contact no. E-mail address

Drivers Licence (Please state type and category)

2. Education Details

Please note that successful candidates will be asked to supply verification of their qualifications

From	To	Schools/Institutes/Universities attended	Qualifications Obtained	Duration of Course and whether full or part-time

Short Courses Attended

From	To	Schools/Institutes/Universities attended	Qualifications Obtained	Duration of Course and whether full or part-time

If you are attending a course(s) and have yet to sit for an examination, please give details.

Start date:

Expected completion date:

3. Record of Employment

Please give details of all previous employers, starting with the most recent, giving exact start and leaving dates.

Dates employed From To		Name of employer	Job Title	Main roles and responsibilities	Reason for leaving

4. References

Please give a minimum of three referees (including your current or most recent employer), preferably these should all be previous employers. We retain the right to contact all previous employers.

Name:

Address:

Tel:

Email:

In what capacity do you know this person?

Name:

Address:

Tel:

Email:

In what capacity do you know this person?

Name:

Address:

Tel:

Email:

In what capacity do you know this person?

Name:

Address:

Tel:

Email:

In what capacity do you know this person?

5. Additional Information

Please outline how your experience is relevant to the post being applied for.

Please add any additional information which you feel may support your application.

Please give brief details of your interests and any voluntary work undertaken.

If you require any special arrangements if called for interview, please specify.

6. Declaration

"I declare that to the best of my knowledge and belief, there is nothing in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed by virtue of this appointment.

I further declare that all the particulars given above are true, I am aware that any wilful misrepresentation of any fact either in writing or at interview concerning the filling of the above post will disqualify my application and render me liable for dismissal if employed."

Signature of Applicant:

Date:

NOTES ON COMPLETION OF APPLICATION FORM

Please read these notes before completing the application form.

1. The application form should be typed or completed in writing in black ink using block capitals.
2. It is essential that you complete the application form in full and provide comprehensive details of your educational and employment history.
3. If necessary, additional details relating to employment may be given on a separate sheet using the same layout as in the application form.
4. A Curriculum Vitae will not be accepted as a valid application. Only applications made on the official form will be considered. Please do not attach a Curriculum Vitae, educational certificates or references to your application form.
5. Ensure that your completed application form reaches us not later than 5 p.m. on the closing date. Applications received after this date will not be considered.
6. If you require confirmation of receipt of your application form please enclose a pre-paid, self-addressed postcard or envelope, stating the name of the post applied for and this will be returned to you on receipt of application form.
7. If you change your correspondence address, please inform us immediately.
8. Canvassing by or on behalf of any candidate will disqualify.

Closing date for receipt of application: 18th June, 2010 at 15.00 hours.

PLEASE RETURN THE COMPLETED APPLICATION FORM TO:

**Sr. Jane Murphy,
Director of Services,
Good Shepherd Services Ltd.,
Edel House,
Grattan Street,
Cork**