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| |  | | --- | | Address: | | IPPN Support Office  Glounthaune | | County Cork | | Ireland | | imageApplication Form | |  |  | | --- | --- | | E-mail:  lyl.consultants@gmail.com |  | |

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| --- | --- | --- | --- |
| **1. Personal Details** | | | |
| Surname |  | Forename(s) |  |
| Title | Mr  Mrs  Miss  Ms  Other | | |
| Address |  |  | |
| Contact Details (please tick preferred contact detail) | |
| Home |  |
| Work |  |
| Mobile |  |
| E-mail |  |

|  |  |
| --- | --- |
| **2. Vacancy Details** | |
| Job Applied for: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **3. Present / Most Recent Employment** | | | | |
| Job Title: |  | Name of Employer: | |  |
| Hours worked per week: |  | Employer’s Address: |  | |
| Dates Employed: |  |
|  | |
| Key Duties: |  | | | |

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| **4. Previous Employment** | | |
| Starting with the most recent first, please give details of jobs held including part-time and unpaid work. Do not include the details provided in Section 3 of the application form.  Continue on a separate sheet if necessary. | | |
| Name of Employer | Job Title and Main Duties | Reason for Leaving and Length of Employment |
|  |  |  |
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| **5. Education** | | | |
| Please give details of any education, technical and/or professional qualifications. If you are currently studying please provide details of the qualifications you are studying for. | | | |
| Examinations/Qualifications taken or to be taken (include subjects) | | Results and Grades | |
|  | |  | |
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| **6. Training** | | | |
| Please list any course(s), which you have undertaken that are relevant to the job and/or specified on the job description. Continue on a separate sheet if necessary. | | | |
| Length of Course | Course Title | | Organising Body |
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| **7. Membership** | | |
| Please indicate membership of any organisation(s) relevant to the job. | | |
| Name of Organisation | Type of Membership | Is Membership Current? |
|  |  |  |
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| **8. Personal Statement** | | | | | | | | |
| Please give details of your skills, abilities, achievements and experience (including outside interests) and use examples to demonstrate how you meet **each of the Essential Skills and Experience criteria** listed in the job description. Continue on a separate sheet if necessary.  (e.g. Examples of your Communication Skills, Time Management, Ability to work under pressure) | | | | | | | | |
|  | | | | | | | | |
| **9. References** | | | | | | | | |
| Please give details of 2 referees who are able to comment on your suitability for the job, one of whom must be your present or most recent employer. References from **friends and relatives** are not acceptable. | | | | | | | | |
| Name |  | | Position/Occupation | | |  | | |
| Address |  | | | | Telephone No. | |  | |
| Fax No. | |  | |
| E-mail | |  | |
| May we contact referee prior to interview | | Yes  No | | Relationship to yourself | | | |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name |  | | Position/Occupation | | |  | | |
| Address |  | | | | Telephone No. | |  | |
| Fax No. | |  | |
| E-mail | |  | |
| May we contact referee prior to interview | | Yes  No | | Relationship to yourself | | | |  |