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| Address:  |
| IPPN Support OfficeGlounthaune |
| County Cork |
| Ireland |

 | imageApplication Form |

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| 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 [ ]  |  |

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

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| **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 |  |