

Application for Employment [Confidential]



NOTE: Before you start filling in the form, please make sure you have **SAVED THE FORM TO YOUR OWN COMPUTER** (using **Save AS** from the 'File' menu). If you do not save a copy to your computer, you may **lose all of the information** in the document.

POSITION APPLIED FOR AND LOCATION

Position:

Location:

1. PERSONAL INFORMATION

(a) Surname (*Second or Family name*) (b) Forenames (*First Name*)

(c) Home Address

Home Telephone No:

Mobile:

E-mail Address:

Work Telephone No:

May we, with discretion,
telephone you at work?

(d) In order to comply with the Employments Permits Acts 2003 & 2006, please give details of the basis which permits you to be employed in the Republic of Ireland.

If successful documentation will be requested to confirm above.

All successful candidates will be asked to supply proof of identity and other appropriate documentation.

2. EDUCATION: Please give particulars under the following headings. The successful Candidate will be required to supply verification of qualifications.

	Name of College	From: To:	Full time or Part time	Details of Qualification: Diploma/Degree etc.
Second Level:				
Third Level:				
Post Graduate:				
Other:				

3. EMPLOYMENT RECORD: Please give details of your complete working history beginning with your present or most recent employment

Dates employed <i>(please specify month and year mm/yyyy)</i>		Employer's name, address and nature of business	Job Title and description of duties	Full or Part time Including number of hours	Final Salary	Reason for leaving
From:	To:					

3. (contd.) EMPLOYMENT RECORD: Please give details of your complete working history beginning with your present or most recent employment

Dates employed <i>(please specify month and year mm/yyyy)</i>		Employer's name, address and nature of business	Job Title and description of duties	Full or Part time Including number of hours	Final Salary	Reason for leaving
From:	To:					

4. DISCLOSURE OF CONVICTIONS

(a) Has any action been taken against you or have you been subject of an investigation in regard to a child/ children under the age of 18?	Yes <input type="radio"/> No <input type="radio"/>
(b) Are you at present the subject of criminal charges or investigation?	Yes <input type="radio"/> No <input type="radio"/>
(c) Is there anything in your background that would render you unsuitable to work with children or in a child welfare organisation?	Yes <input type="radio"/> No <input type="radio"/>

IF THE ANSWER IS 'YES' TO ANY OF THE ABOVE QUESTIONS, PLEASE GIVE DETAILS.

The successful candidate may be required to complete the E-vetting process and obtain other overseas police records if applicable as part of our Recruitment process. A criminal record will not necessarily bar you from obtaining this position.

5. PLEASE STATE YOUR REASON FOR APPLYING FOR THIS POSITION

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6. SOURCE OF APPLICATION

7. IF APPOINTED

<p>How did you hear of this vacancy? Please insert Yes or No</p> <p>Barnardos Website</p> <p>Other Website(please state)</p> <p>Newspaper</p> <p>Word of mouth</p> <p>Other Please state details of other</p>	<p>When could you commence employment?</p>
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8. INTERESTS AND VOLUNTARY ACTIVITIES

Please give brief details of pastimes, hobbies, sports, and any voluntary work undertaken.

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9. REFERENCES

Name, address, email address and telephone number, of your present employer, or if unemployed, those of your last employer. If you have been in your present employment for less than 2 years, please include your previous employer as an additional referee below.

Do you give us permission to write to your present/last employer without writing to you again? Yes No

Please give the names and addresses of two people whom we may contact without further permission for a confidential assessment of your suitability for this job, preferably two previous employers. If this is a first job application, some other appropriate person unrelated to you, e.g. your principal or college tutor. You should not give your own doctor as a referee.

1.		2.	
Name		Name	
Email		Email	
Address		Address	
Telephone Number		Telephone Number	
Occupation		Occupation	
How long acquainted with you?		How long acquainted with you?	
In what connection?		In what connection?	

You are invited to include on a separate sheet any relevant supplementary information in support of your application.

10. CONDITIONS OF EMPLOYMENT

All offers of employment are conditional on satisfactory references, Medical Approval & Garda Vetting.

11. DECLARATION

I hereby declare that the above statements are true to the best of my knowledge. I understand that any deliberate mis-statement may render me liable to dismissal, if employed. I further declare there is no known reason or event that would render me unsuitable for the post or to work in a child welfare organisation.

Print Name:	Date:
Signature:*	Date:

*Shortlisted candidates are required to sign their application form at interview if they have not already done so.

