PEACE III
PETTIGO · TULLYHOMMON
TERMON COMPLEX

Section 1. Personal Details

(Please complete all sections)

Title	First Name	Surname
Address	**Contact Tel. No.**	**Email Address**
	Daytime: Work: Mobile:	

Section 2. Education Details

(Please include details for second level and further/higher education including university – continue on separate page if the space provided does not suffice)

Dates Attended	Name of School /College	Subject(s) Studied (include level)	Award

Details of Professional Memberships held (if any)

Please list any studies currently ongoing (if any)

Section 3. Employment Status

Name of Current/Most Recent Employer	Position	Salary
Length of Service with Employer	Period of Notice Required	

Please detail the principle duties of your current/most recent position, including responsibilities and achievements within the position. (Continue on a clearly marked separate page if required)

Employment History

Name of Employer	Position	From & To
Please list employment duties including areas of responsibility		

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Name of Employer	Position	From & To
Please list employment duties including areas of responsibility (Please continue on a clearly marked sheet if required.)		

Section 4.

Please answer each question using detailed examples of your experience to date. Assumptions will not be made as to your experience.

Please describe your experience managing cash and preparing books of account. (Max 250 words)

Please describe your experience of using IT systems and software. (Max 150 words)

Please outline your experience of preparing reports for management teams. Please explain the types of reports prepared and how you went about preparing them. (Max 150 words)

Please describe your experience using examples of working within a team, and with members of the public. (Max 250 words)

This position will involve working anti-social & irregular hours on occasion. Please note any concern or difficulty you may have with this.

Please use this space to include any additional information which you feel may be relevant to your application. (This may include any relevant experience, or training not previously listed)

Section 5. References

Applicants must supply the details for two referees, one of whom must be the current or most recent employer. The second referee may not be related to the applicant and must be able to comment on their ability to fulfil the tasks associated with this position. Referees may be asked to clarify or substantiate information presented in the application. If you would prefer that we do not contact your referees prior to interview stage, please make this known on the application.

Referee 1.

Referee Name	
Relationship to Applicant	
Daytime Contact No.	
Email Address	

Please do not contact this person prior to interview Yes ___ No ___

Referee 2.

Referee Name	
Relationship to Applicant	
Daytime Contact No.	
Email Address	

Please do not contact this person prior to interview Yes ___ No ___

Section 6. Applicant Declaration

I declare that the information contained within this application to be accurate and reflect the true level of my experience. I understand that if it is discovered that information is false then this may lead to the termination of employment. I acknowledge that the information presented will be used for short-listing purposes and may be referenced at a later stage in the recruitment process.

Please note that any Curriculum Vitaes or Additional Materials submitted with application forms will not be considered by the recruitment panel.

Signed: _____

Print: _____

Date: _____

Completed applications should be returned to:

ADoPT, The Termon Complex, Station Street, Co Donegal no later than **4pm, Friday 16th February 2018.**

Department of Rural and Community Development
An Roinn Forbartha Tuaithe agus Pobail
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