

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 – continue on separate page if the space provided does not suffice)

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

Section 3. Employment Status

Name of Current/Most Recent Employer	Position
Length of Service with Employer	Period of Notice Required
<p>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).</p>	

Employment History

Name of Employer	Position	From & To
<p>Please list employment duties including areas of responsibility</p>		

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<p>Please list employment duties including areas of responsibility</p>		

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 using examples of working within a team, and with members of the public.

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Please provide your knowledge and understanding of relevant Health & Safety Practices in a work environment.

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Please outline any relevant experience in a caretaking and/or cleaning position.

This position will involve working irregular hours on a rota basis. 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 Vitae 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, Pettigo, Co Donegal no later than **4pm on Friday 18th May 2018**



“This project is supported by the Department of Rural and Community Development and Pobal through the Community Services Programme”