**St Peter’s NS Afterschool Service**

**EMPLOYMENT APPLICATION FORM**

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

PLEASE NOTE ONLY TYPED APPLICATION FORMS WILL BE ACCEPTED

**1. Personal Information**

**Name:**

**Address:**

**Telephone No(s).** Home: Mobile:

**Email Address**:

**2.** **Education and Training**

|  |  |  |
| --- | --- | --- |
| **Third Level Education** | | |
| **Name of College, University/other 3rd level Institution** | **Dates attended**  **From – To** | **Qualification Awarded & Grade** |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Other relevant Training Courses undertaken | | | |
| **Title of Course** | **Name of Organising Body/Institute** | **Dates attended**  **From – To** | **Qualification Awarded** |
|  |  |  |  |
|  |  |  |  |

*Please continue on a separate page if necessary*

**3. Employment Record**

*Please account for the entire period of employment/experience starting with the* ***most recent***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Employer/**  **Nature of Business** | **From - To** | **Job Title/Position Held**  **With Brief Description of Duties & Responsibilities** | **Reasons for Leaving** |
|  |  |  |  |

*Please continue on a separate page if necessary*

4. Additional Information

|  |
| --- |
| Any other additional information you wish to provide? (Max 300 words) |
|  |

**5. Referees**

Please give below the name and contact details of two referees, one of whom must be your present or most recent employer. No approach will be made to either referee without your prior permission.

**Referee 1 Referee 2**

**Name:** **Name:**

**Company: Company:**

**Position: Position:**

**Email: Email:**

**Tel No:**   **Tel No:**

Do you have any objection to the Board of Management of St. Peter’s NS contacting your past/or present employers?

*Yes or No*

Do you agree to a Garda Clearance Check being carried out? *Yes or No*

If appointed, what is the earliest date you can take up duty?

**6. Declaration**

*I hereby certify that the information supplied on this application is complete, correct and accurate in every respect and it is on that basis only that this application is submitted for consideration and accepted for consideration by the Board of Management of St. Peter’s NS. I further understand that the submission of any incorrect or inaccurate information either on this form or at any subsequent selection interview will render the selection interview and any subsequent offer and contract of employment both null and void. I understand that any job offer is subject to references, a probationary period both which must be deemed satisfactory by the organisation.*

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return Application form no later than **Friday 21st March 2025** by email to: [**recruitment@stpetersschool.ie**](mailto:recruitment@stpetersschool.ie)

***Incomplete or late applications received after the closing date and time specified in the advertisement***

***will not be accepted***

*Shortlisting: The Board of Management of St. Peter’s NS may decide, by reason of the number of persons seeking admission to the competition to carry out a short-listing procedure. The number of persons to be invited to interview shall be determined by the Board of Management of St. Peter’s NS. Shortlisting will be based on qualifications, relevant experience, and information submitted on the application form.*

*Data Protection: All personal information provided on this application form will be stored securely by the Board of Management of St. Peter’s NS to which you are applying and will be used for the purposes of the recruitment process. Application forms will be retained in line with GDPR guideline. This information will not be disclosed to any external third party without your consent, except where necessary to comply with statutory requirements. Internally, the information may be made available to relevant Board of Management members of St. Peter’s NS involved in the Shortlisting/Interviewing Panel. You may, at any time, make a request for access to the information held about you as outlined. Should you wish to make any changes, or erasures to any of the information stored about you, please contact the Data Protection officer.*

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