TeachTearmainn
Working to End Domestic Violence

TEACH TEARMAINN HOUSING ASSOCIATION COMPANY LIMITED

APPLICATION FOR EMPLOYMENT

Position applied for:		

Please fully complete this form. A curriculum vitae is not an acceptable form of application unless stated otherwise. Applications received after the closing date will not normally be considered.

The information you supply on this form will be treated in confidence

Personal Details

Last Name:			
First Name(s):			
Address:			
Home Telephone:		Daytime Telephone:	
Mobile Telephone:		Email:	
Do you hold a full, clean, current driving license which enables you to drive in Ireland:		Yes ☐	No ☐

If you are successful you will be required to provide evidence of the license prior to your appointment.

Current or most recent employment

Employer:	
Job Title:	
Address:	
Start Date:	
Reason for leaving:	
Period of notice required:	

Brief description of main duties/responsibilities
(Please continue a separate sheet if necessary)

Previous Employment Record

Please provide full details of all your previous paid in date order since leaving full-time education, explaining any breaks.

Name of Employer and type of business	Position held, duties and responsibilities	Reason for leaving	Dates From - to

Education Qualifications & Training obtained from schools/colleges/universities

Name of Schools, Colleges, Universities	Name of Course	Dates From - to	Qualifications obtained

Other relevant qualifications or records of achievement

Please provide details of any other relevant qualifications or records of achievement (e.g. courses attended), including membership of professional bodies. (Please note, if you are appointed we will need to see your original qualification certificates. Continue on a separate sheet if necessary).

Professional Qualifications	Qualifications and/or Grades obtained	Dates From - to	Level of Achievement

Personal Statement

Abilities, skills, knowledge and experience

Please use this section to explain in detail how you meet all of the requirements of the Person Specification and why you consider yourself suitable for the post. This should include all aspects of your education and experience, including paid or voluntary work, study or training **that are relevant to this position**.

References

Please give the names and addresses of three people who are willing to provide references relating to your work experience and suitability for the post you have applied for. One must be your present or most current manager.

Reference 1	
Name:	
Job Title:	
Work relationship:	
Organisation:	
Address:	
Telephone:	
Email:	
May we approach them at this stage ?	Yes □ No □

Reference 2	
Name:	
Job Title:	
Work relationship:	
Organisation:	
Address:	
Telephone:	

Email:	
May we approach them at this stage?	Yes □ No □
Reference 3	
Name:	
Job Title:	
Work relationship:	
Organisation:	
Address:	
Telephone:	
Email:	
May we approach them at this stage ?	Yes □ No □

Statement to be signed by the Applicant	
I declare that to the best of my knowledge, the information given in this application form is true and correct and gives a fair representation of my skills and work experience.	
Please note: If you are returning this form by e-mail, you will be asked to sign your application upon being called for interview. Candidates selected for interview will be notified within 2 weeks of the closing date.	
Signed:	**Date:**

Notice to Applicants:

- **Application forms must be completed in full**
- **CV's <u>will not</u> be accepted**

- **Application forms received after the deadline date and time <u>will not</u> be accepted**

Completed application forms should be returned by the closing date to:
recruitment@teachtearmainn.ie