**Guidelines:**

# Before completing this form please note

* It is desirable that all pages of this form be fully completed (i.e. complete with references etc.)
* Please ensure that the form is returned by the closing date/time.
* Please complete the form accurately, giving as much detail as possible of your skills and experience relating to this job application. Shortlisting will be based on the information gathered from this form, read in conjunction with the job description.

**Position Applied for:**

|  |
| --- |
| **CARETAKER – Tick Relevant Location*** **Adamstown Community College**
* **Ardgillan Community College**
* **Donabate Community College**
* **Citywest & Saggart Community College**
* **Ériu Community College**
* **Fingal Community College**
* **Kingswood Community College**
* **Kishoge Community College**
* **Lucan Community College**
* **Lusk Community College**
* **Luttrellstown Community College**
 |

**A. APPLICANT DETAILS**

|  |  |  |
| --- | --- | --- |
| Title: | First Name: | Surname: |
| Home Address: | Correspondence Address *(if different)* |

***Telephone Nos.***

|  |  |  |
| --- | --- | --- |
| *Home:* | *Work:* | *Mobile:* |
| *Email Address:* |  |

Present Position/Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How much notice do you need to give your current employer? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B. EDUCATIONAL DETAILS**

**Second Level Education (Group Certificate, Intermediate Certificate, Leaving Certificate)**

 Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Qualification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  ***Subject (Hons/Pass)*** | ***Grade*** | ***Subject (Hons/Pass)*** | ***Grade*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**DETAILS OF OTHER COURSES OR CLASSES ATTENDED**

|  |  |  |
| --- | --- | --- |
| School/College: | Course Details: | Year: |
|  |  |  |
|  |  |  |

**IF APPRENTICESHIP SERVED GIVE DETAILS**

|  |  |  |
| --- | --- | --- |
| Trade: | From: | To: |
| Employers Name and Address: |

 **EXPERIENCE IN MAINTENANCE (INTERNAL/EXTERNAL)/GARDENING**

|  |
| --- |
|  |

**C. EMPLOYMENT RECORD**

*Please begin with your present, or more recent employment.*

Please provide details of previous work history beginning with the most recent post.

| Dates(From/To) | Name & Address of Employer | Position Held | Summary of Main Duties | Reasons for Leaving |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**D. SUPPORTING STATEMENT**

This section is for you to provide further information in support of your application. You should demonstrate why you have applied for the position and how your skills and experience meet the requirements of the job description and person specification.

**E. REFERENCES**

Please provide names, addresses and position/occupation of two people (other than relatives or friends) with knowledge of you and your work to whom professional reference can be made. One should be your current or most recent employer. [*Please note: your referees may be contacted without further communication with you and after selection interview]*.

***Present or most recent employer:***

|  |  |
| --- | --- |
| Name & Title:  | Full address:  |
| Position Held:  |
| Telephone/Mobile:  | Email:  |

***Other referee:***

|  |  |
| --- | --- |
| Name & Title:  | Full address:  |
| Position Held:  |
| Telephone/Mobile:  | Email:  |

**F. DECLARATION AND SIGNATURE**

* You are required to sign the declaration below certifying that all information you have provided is accurate.
* The Committee may wish to check any of the details you have provided.
* Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.

I declare that the information supplied in this application form is accurate and true.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signed Date

**Completed Applications should be returned on or before 3.00p.m. Friday 10th July 2020**

 **Email:** **apply@ddletb.ie** **or post to**

**Recruitment Services**

**H.R. Department**

**Dublin and Dun Laoghaire Education and Training Board**

**1 Tuansgate**

**Belgard Square East**

**Tallaght**

**Dublin 24**

**D24 X62W**