



Crabtree House, Springfield Drive, Dooradoyle, Limerick
Telephone 061 302733, Email swalsh@stgabriels.ie www.stgabriels.ie

EMPLOYMENT APPLICATION FORM CONFIDENTIAL

This form has been designed to allow you to present those elements of your experience – educational working, leisure – relevant to the position to be filled. If you need more space to elaborate on the information given, please attach extra sheet(s) to this form.

Position Applied for: _____

Based at: _____

1. PERSONAL INFORMATION

Surname _____ First Names _____

Address for Correspondence _____

Permanent Address (if different) _____

Telephone (Private) _____ Mobile _____

Email address: _____

Can you be contacted at work? Yes/No

Do you own a car? Yes/No. Have you a current Driving Licence? Yes/No

Have you been employed by the above organisation previously? Yes/No.

If yes, please state position and dates: _____

2. EDUCATION AND TRAINING

(a) FULL TIME EDUCATION

(i) Second Level

Name of School	Dates	Examination and Results
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(ii) Third Level (College/University/Other third Level Institution)

Names of Institution/College	Dates	Courses taken & Examinations passed
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(iii) Specialised Training (Technical, Professional, Occupational)

Names of Institution/College	Dates	Courses taken & Examinations passed (Awarding Body)
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(b) PART TIME EDUCATION AND RELEVANT TRAINING COURSES

Name of Training Body	Dates	Courses taken & Qualifications Attained (Awarding Body)
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3. EMPLOYMENT RECORD

(a) Current/Most Recent Employment

Name and Address Employer _____

Nature of Business _____ Job Title _____

From _____ To _____ Notice Required _____

Salary, Bonus & Any Additional Benefits _____

Briefly describe your duties and responsibilities. To whom do you report? Number and Type of Staff Supervised (if any).

What do you consider to have been your main strengths or achievements in this position?

3. EMPLOYMENT RECORD continued

(b) Previous Employment

Name of Employer Nature of Business	Details of Position Held	From/To	Final Salary	Reason For Leaving

4. Other Relevant Information

Any other information relevant to your application concerning experience, training, personal circumstances etc.

Give your reasons for applying for this post.

Outside activities and leisure Interests.

How did you find out about this vacancy? Newspaper (indicate name)/personal contact, Irishjobs.ie, DSP website etc.

5. References

Names, addresses and telephone numbers of three referees, one of whom should preferably be your current or last employer. **(References will not be taken up without prior approval)**

1. _____ 2. _____ 3. _____

Relationship to you:

Relationship to you:

Relationship to you:

Tel No. _____ **Tel No.** _____ **Tel No.** _____

Email: _____ **Email:** _____ **Email:** _____

The details given on this application are correct to the best of my knowledge and belief. I have noted that false information knowingly furnished could lead to an offer of employment being withdrawn or to dismissal.

Signed _____

Date. _____