

**Application Form**

*Entries on this form should be typewritten, if possible, or Block PRINTED in black ink. Please do not include certificates or copy exam results at this time, as these will be required only if successful at interview.*

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| --- |
| **Post applied for: Service Manager – Full-Time**  **(Maternity Cover 12 months)** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Full name** |  | | |
| **Home address** |  | | |
| **Telephone** |  | | |
| **Email** |  | | |
| **Current work telephone number** |  | | |
| **May we contact you at work (with discretion)?** | Yes 🞏 | No 🞏 | |
| **Do you hold a current driving License?** | Yes 🞏 No 🞏 | Class: | F 🞏 P🞏 |
| **Do you have your own transport?** | Yes 🞏 | No 🞏 | |

|  |
| --- |
| **Present Position – Please provide organisation name and address, your dates of employment and Main Duties and Responsibilities:** |

**Education History**

***Second and Third Level***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School or College Attended | Period  From To | | Qualification Obtained | Date Obtained |
|  |  |  |  |  |

***Registration Details: (association/memberships)***

|  |  |  |
| --- | --- | --- |
| Date of Registration | Name of Body or Association | Registration/Accreditation Number |
|  |  |  |

**Employment History to Date (starting with current or most recent employer)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates  From To | | Employers Address | Post held & main duties undertaken | Salary & reason for leaving |
|  |  |  |  |  |

**Voluntary Work/Student Placements to Date**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates  From To | | Name of organisation | Main duties and responsibilities | Reason for Leaving |
|  |  |  |  |  |

**Professional Development - Short Course & Training Days undertaken to Date**

|  |  |  |  |
| --- | --- | --- | --- |
| Date of course | Course Provider | Content of course | Benefit to you |
|  |  |  |  |

**Reason for Application**

Please state clearly why you feel you have the appropriate experience and skills for the post in question. Please pay particular attention to the essential and desirable criteria in the job description,

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|  |

**Referees:**

Please give the name, address and occupation of two referees to whom you are well known but not related, one of whom should be your most recent employer.

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone Number** |  |
| **Occupation** |  |
| **Relationship to you** |  |

2.

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone Number** |  |
| **Occupation** |  |
| **Relationship to you** |  |

**The notice required by my current employer is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I certify that the information I have given on this application form is accurate to the best of my knowledge and belief.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_**

**Please return to:** [**recruitment@ruhama.ie**](mailto:recruitment@ruhama.ie) **by the closing date of 12:00 Wednesday 24th April 2024**