

Solis MMC is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

**APPLICATION FORM**

**Position Applied For:**

|  |
| --- |
| **How did you find out about this post:** |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Name** |  |
| **Date of Birth (Optional)** |  |
| **Address for Correspondence**  |  |
| **Daytime Telephone Number**  |  |
| **Evening Telephone Number**  |  |
| **Email Address** |  |
| **PPS Number**  |  |

**DRIVING DETAILS**

|  |  |  |
| --- | --- | --- |
| **Do you hold a full, current driving license?** | **YES** | **NO** |
| **If yes, what date did you gain this license?** |  |
| **Do you hold any convictions or endorsements?** | **YES** | **NO** |
| **If yes, please detail:** |  |
| **Do you have access to a car?**  | **YES** | **NO** |
| **If you do not have business insurance, will you be willing to obtain this, if necessary?** | **YES** | **NO** |

**EDUCATION**

***PRIMARY / SECONDARY / OTHER***

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject**  | **Level Attained** | **Grade Attained** | **Year Attained** |
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***UNIVERSITY / FURTHER EDUCATION***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full Course Title**  | **Attained From**  | **Level Attained** | **Grade Attained** | **Year Attained** |
|  |  |  |  |  |
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***ADDITIONAL TRAINING (TCI, Children First, Fire Safety etc)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Training Title** | **Level Attained** | **Date Completed** | **Expiration Date** |
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**HEALTH**

***Please outline any absences from work due to illness in the last two years.***

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| --- | --- | --- |
| **Reason for Absence** | **From** | **To** |
|  |  |  |
|  |  |  |
|  |  |  |

**PRESENT EMPLOYMENT DETAILS**

***(If unemployed at the time of application, please leave blank.)***

|  |  |
| --- | --- |
| **Job Title** |  |
| **Employers Name and Address** |  |
| **Present Salary**  |  |
| **Start Date** |  |
| **Notice Period**  |  |
| **Can we contact your current employer prior to interview?** |  |
| **Summary of Key Responsibilities** |
|  |

**DETAILS OF PREVIOUS EMPLOYMENT HISTORY**

**Starting with most recent, please provide details of all positions (paid, unpaid and voluntary) you have held, accounting for any gaps in your employment history. Please ensure to provide full details of months and years as this is crucial to the short-listing process.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From** | **To** | **Job Title & Employer** | **Key Duties** | **Salary** |
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**REFERENCES**

**Please provide the name and contact details of three references we can contact to provide details of your suitability for this post. They should not be family members or friends and one must be your present employer or, where not application, a tutor or teacher who has knowledge of your most recent work.**

|  |
| --- |
| **REFERENCE ONE**  |
| **Name**  |  |
| **Job Title** |  |
| **Relationship To Applicant**  |  |
| **Address** |  |
| **Telephone Number** |  |
| **Email Address**  |  |
| **REFERENCE TWO** |
| **Name**  |  |
| **Job Title** |  |
| **Relationship To Applicant**  |  |
| **Address** |  |
| **Telephone Number** |  |
| **Email Address**  |  |
| **REFERENCE THREE** |
| **Name**  |  |
| **Job Title** |  |
| **Relationship To Applicant**  |  |
| **Address** |  |
| **Telephone Number** |  |
| **Email Address**  |  |

**ADDITIONAL RELEVANT INFORMATION**

**Please outline any skills, experience, knowledge or personal qualities which are relevant to your suitability for this position. You may include details of your personal experience, outlining practical examples, and other relevant information which indicates how you meet the requirements for this position.**

**NATIONALITY**

|  |  |  |
| --- | --- | --- |
| **Nationality** | **EC** | **Non-EC** |
| **If Non-EC, do you hold a working visa?**  | **YES** | **NO** |

**OTHER**

**Please outline any special arrangements you require to facilitate the interview process:**

**I declare that the information I have provided in this application for employment is, to the best of my knowledge, accurate.**

**Signed:**

**Date:**

**Print Name:**

**APPLICANTS MUST COMPLETE THE FOLLOWING IN FULL:**

***Failure to complete and return this information may result in your application being rejected.***

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| **Do you consent to Solis MMC Children’s Services carrying out a Garda check?** |  |  |
| **Do you have any previous or pending convictions, cautions etc?** |  |  |
| **If yes, are you prepared to discuss all relevant conventions, cautions etc openly with the panel if selected for interview?**  |  |  |
| **Have you changed your name and / or address within the past five years? If yes, please detail below:** |  |  |
|  |

**I declare that the information I have given above is true and correct and I know of no reason why I would be unsuitable to work with children and / or people with disabilities. If it is subsequently discovered that I have failed to declare convictions I understand that I may be excluded from the rest of the selection process and any offer of employment may be withdrawn.**

**Signed:**

**Date:**

**Print Name:**