

EMPLOYMENT APPLICATION FORM

I have read, understood and accept the conditions laid out in Section 5 of the job specification outlining the application and selection process.

 Yes
No

SECTION 1: PERSONAL DETAILS

Post Applied For: **Coordinator of Doctoral Programmes (Higher Executive Officer)**

Closing Date: **2pm on Friday 22nd February, 2019**

Surname

First Name

Title

Former surname if any

Do you require a work permit to work in an EU Country

Yes

No

Correspondence Address

Daytime Contact No:

Other Contact No:

E-mail Address:

Please specify any special arrangements you require if called for interview, (e.g. wheelchair access, sign language interpreter, etc.)

SECTION 2: EDUCATION

Third Level Education:

Academic, Professional or technical Qualifications – give details in date order starting with earliest qualification **(Please include degree classification)**

Dates		Name of College	Course Taken	Title of Qualification Obtained Cert., Diploma, Degree, etc	Name of Conferring Body
From	To				

Additional Courses/Training:

Dates		Name of College/ Course Provider	Course Title	Title of qualification obtained (if any)	Name of Conferring Body
From	To				

COURSES CURRENTLY BEING UNDERTAKEN

SECTION 3: EMPLOYMENT RECORD

Please note all positions held following fulltime education. Start with your current position and work backwards. If necessary, attach a separate A4 sheet. Explain any gaps in employment.

From	To	Period in months	POST TITLE:
EMPLOYER: (Enter name & Address)			
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILTIES:			
REASON FOR LEAVING:			

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From	To	Period in months	POST TITLE:
EMPLOYER: (Enter name & Address)			
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILTIES:			
REASON FOR LEAVING:			

SECTION 4: CANDIDATE CRITERIA

Please detail your experience, skills, knowledge and any training undertaken under the following criteria. Try to be as concise as possible without omitting any important information.

Evidence of experience in the third level education sector:

Evidence of Academic Administration interest and experience:

Evidence of ability to build positive relationships and work collaboratively with a range of stakeholders:

Evidence of strong organisational skills and the ability to manage competing priorities and deadlines:

Evidence of experience and competence in the use of MS Office and producing reports:

Experience of planning and organising doctoral studies panels and summer schools:

SECTION 5: ADDITIONAL INFORMATION

Please give details of any achievements; interest or other additional information, which you feel, may support your application.

<hr/> <hr/> <hr/> <p>Where did you learn of this vacancy? _____</p> <p>Notice period to current employer (if applicable): _____</p>

SECTION 6: REFERENCES

Please give names and addresses of two people who have consented to be approached for a reference on your behalf. One should be your present employer (if not currently employed, please give most recent employer or tutor). The second should be a recent employer. Please do not give friends or relatives as referees.

1) Name _____

2) Name _____

Title _____

Title _____

Address _____

Address _____

TEL. NO.: _____

TEL. NO.: _____

E-MAIL: _____

E-MAIL: _____

SECTION 7: DECLARATION

It is important that you read this Declaration carefully prior to signing.

“I declare that to the best of my knowledge and belief there is nothing in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed by virtue of this appointment. I hereby confirm my irrevocable consent to Mary Immaculate College (the College) to the making of such enquiries as the College deems necessary in respect of my suitability for the post in respect of which this application is made. I hereby accept and confirm the entitlement of the College to reject my application or to terminate my employment (in the event of a contract of employment having been entered into) if I have omitted to furnish the College with any information relevant to my application or to my continued employment with the College or where I have made any false statement or misrepresentation relevant to this application or my continuing employment with the College.

Furthermore, I hereby declare that all the particulars furnished on this application are true, and that I am aware of the qualifications and particulars for this position. I understand that I may be required to submit documentary evidence in support of any particulars given by me on my Application Form. I understand that any false or misleading information submitted by me will render me liable to automatic disqualification.

FAILURE TO SIGN THIS DECLARATION WILL RENDER THE APPLICATION INVALID

SIGNATURE: _____

DATE:

Applicant Self Declaration Form

Applicants for all positions must complete this form and return it to the Human Resources Office, Mary Immaculate College along with a completed application form.

Failure to complete the Applicant Self Declaration Form or the Application Form will render the application invalid. All information provided will be treated in the strictest of confidence.

Have you ever been convicted of a criminal offence in Ireland or elsewhere?

No Yes

If yes, please provide details below:

Are you currently the subject of any investigation by a professional body, police or law enforcement agency in Ireland or any other jurisdiction?

No Yes

If yes, please provide details below:

Have you ever been suspended or dismissed from any employment or have had conditions attached to your practice by a professional body?

No Yes

If yes, please provide details below:

I confirm that the information provided by me on this form is true. I hereby accept and confirm the entitlement of the College to reject my application or to terminate my employment (in the event of a contract of employment having been entered into) if I have omitted to furnish the College with any information relevant to my application or to my continued employment with the College or where I have made any false statement or misrepresentation relevant to this application or my continuing employment with the College.

Signature: _____

Date: _____

Data Privacy Notice

Recruitment and Selection

MIC collects and processes personal data relating to job applicants as part of its recruitment process. This data is treated with the highest standards of security and confidentiality in accordance with the General Data Protection Regulations (GDPR). Data may be contained in application forms or CVs submitted by you, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We will only seek information from third parties, such as referees and An Garda Síochána, if your application is successful and we will inform you that we are doing so. Your information may be shared for the purposes of the recruitment exercise with members of the HR team, interviewers involved in the recruitment process, managers in the department with a vacancy and IT staff if access to the data is necessary for the performance of their roles. Your data will be stored on your application record, in HR management systems and on other IT systems (including email). If your application is unsuccessful, MIC will keep your personal data on file in accordance with its records retention schedule. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources and payroll files (electronic and paper based) and retained during your employment and in accordance with the MIC records retention schedule.

For further information on how MIC organises and administers information in compliance with statutory requirements such as the Freedom of Information Act and the GDPR visit the Information Compliance section of our website <https://www.mic.ul.ie/about-mic/information-compliance>.

I consent to my data being processed in accordance with this data privacy notice.

Signature: _____

Date: _____