

**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 [ ]

##

Post Applied For: **Clerical Officer (Panel)**

 Closing Date: **2pm on Monday 10th October 2022**

**SECTION 1: PERSONAL DETAILS**

Surname First Name Title

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| --- | --- | --- | --- |
| Do you require a work permit to work in Ireland | Yes | No |  |

Correspondence Address

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| Daytime Contact No: |
| Other Contact No: |
| E-mail Address: |

**SECTION 2: EDUCATION**

**Second Level Education:**

LEAVING CERTIFICATE - YEAR TAKEN

IF LEAVING CERTIFICATE NOT TAKEN PLEASE STATE TITLE OF EQUIVALENT QUALIFICATION OBTAINED:

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EXAMINATION RESULTS

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| --- | --- | --- | --- | --- | --- |
| SUBJECT | GRADE | HIGHER  | LOWER | OTHER  | SCHOOL ATTENDED |
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**Third Level Education:**

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

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

# Additional Courses/Training:

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| --- | --- | --- | --- | --- |
| Dates | Name of College/ Course Provider | Course Title | Title of qualification obtained (if any) | Name of Conferring Body |
| From | To |
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**COURSES CURRENTLY BEING UNDERTAKEN**

SECTION 3: EMPLOYMENT RECORD

#### SECTION 3: EMPLOYMENT RECORD

#### Please note all positions held following fulltime education. Start with your current position and work backwards. Please explain any gaps in employment.

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

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

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

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

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

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| Evidence of relevant office administration experience including provision of secretarial support, drafting reports, minute taking, proof reading, etc.;  |

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| Evidence of excellent IT skills in particular a proficiency in MS Word, MS Excel and MS Access; |

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| Evidence of excellent letter writing skills and grammatical proficiency; |

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| Provide a summary of 2 years relevant office administration experience (desirable); |

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| Previous experience of working in administration within an educational or public service setting (desirable); |

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| Evidence of a knowledge of the Irish language (desirable); |

## SECTION 5: ADDITIONAL INFORMATION

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

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Where did you learn of this vacancy?

Notice period to current employer? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# SECTION 6: REFERENCES

Successful applicants will be required to provide the names of two people who have consented to be approached for a reference on your behalf, at least one of whom will be your current employer.

**PLEASE NOTE THAT WHERE SHORTLISTING OF APPLICATIONS TAKES PLACE, IT WILL BE**

**BASED ON THE INFORMATION GIVEN, BY YOU, IN THIS APPLICATION**

# SECTION 7: DECLARATION

It is important that you read this Declaration carefully and then sign

“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: \_\_\_\_\_\_\_\_\_\_\_\_\_

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_