



# Cork Simon Community Job Application Form

## Community Employment Programme - Housekeeping Assistant



- Following successful interview, the next stage in the recruitment process involves a pre-employment medical check, reference checks and Garda Vetting if applicable.
- Please complete the application form in full. We will not accept a CV.
- Do not enclose written references.
- Please type your application and submit it by clicking the "Submit" button at the end of the application, or fill out in black ink and return hard copy of the application form to: Pamela Kingston or Alen Grgic, Cork Simon Community, PO Box 76, Togher, Cork

### Applicant Information

Full Name:

*First Name*

*Last Name*

PPS Number:

Date of Birth:

Payment:

*Please give details of any Social Welfare payment that you currently receive*

### COMMUNITY EMPLOYMENT ELIGIBILITY

1. Have you been on CE before? Yes No
2. How long were you on CE?  
Give details of dates: \_\_\_\_\_
3. Are you currently eligible for CE? Yes No

*(if in doubt, contact your local employment service office - see above)*

***Please contact your local Department of Social Protection (DSP) Employment Services/Intreo Office to check your eligibility and to apply for this vacancy. Cork Simon Community can also check your eligibility with DSP using your PPS number, date of birth and details of any Social Welfare payment you may be in receipt of, which you can outline below. This information will be used for this purpose only and does not form a part of the recruitment and selection process.***

#### Local Employment Service Offices:

- ✓ Blackpool/The Glen LES, 90 Great William O'Brien St, Blackpool, Cork. Tel: 021-4506266
- ✓ Knocknaheeny Community Building, Foyle Avenue Road, Knocknaheeny, Cork. Tel: 021-4211050
- ✓ Mayfield LES, St. Joseph's Community Center, Old Youghal Road, Mayfield, Cork. Tel: 021-4553956
- ✓ Mahon Community Centre LES, Avenue de Rennes, Mahon, Cork. Tel: 021-4350496
- ✓ Togher LES, Unit 2 Greenwood Estate, Togher, Cork. Tel: 021-4320428
- ✓ Churchfield/Gurranabraher LES, Parochial Hall, Knockfree Ave, Churchfield, Cork. Tel: 021-4211048
- ✓ City Centre LES, 28 Washington Street West, Cork. Tel: 021-4278770
- ✓ Heron House LES, Blackpool Park, Blackpool, Cork. Tel: 021-4302310
- ✓ Intreo Centre, Abbeycourt House, George's Quay, Cork. Tel: 021-4943100
- ✓ Intreo Centre, Hanover Quay, Cork Tel: 021-4806800

**Applicant Reference Number:**

*For internal use only:*

**Applicant Information**

Full Name:

*First Name*

*Last Name*

Address:

*Address Line 1*

*Address Line 2*

*Address Line 3*

*City*

*Country*

*Eircode*

Telephone number:

E-mail address:

**Questions & Statement**

1. Are you legally able to work in Ireland without a work permit?
2. Notice Period required in respect of current employment:
3. Where/How did you hear of the vacancy in Cork Simon Community?

[www.corksimon.ie](http://www.corksimon.ie)

[www.jobireland.ie](http://www.jobireland.ie)

[www.irishjobs.ie](http://www.irishjobs.ie)

[www.activelink.ie](http://www.activelink.ie)

Facebook

Twitter

LinkedIn

Other:

I understand that, as a condition of employment, the information presented in this application form is correct to the best of my knowledge and Cork Simon Community will be entitled to terminate my employment should the contrary prove to be the case. Please add your electronic signature below.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

**Applicant Reference Number:**

*For internal use only:*

**Education**

Course:

School/ College:

From:

To:

Grade:

Course:

School/ College:

From:

To:

Grade:

Course:

School/ College:

From:

To:

Grade:

**Applicant Reference Number:**

*For internal use only:*

**PREVIOUS EMPLOYMENT (starting with most recent employer)**

<b>Employer:</b>	<b>Main duties/ responsibilities</b>
<b>Job title:</b>	
<b>From:</b> <b>To:</b>	
<b>Salary:</b>	
<b>Reason for leaving:</b>	

<b>Employer:</b>	<b>Main duties/ responsibilities</b>
<b>Job title:</b>	
<b>From:</b> <b>To:</b>	
<b>Salary:</b>	
<b>Reason for leaving:</b>	

**Applicant Reference Number:**

*For internal use only:*

<b>Employer:</b>	<b>Main duties/ responsibilities</b>
<b>Job title:</b>	
<b>From:</b> <b>To:</b>	
<b>Salary</b>	
<b>Reason for leaving:</b>	

<b>Employer:</b>	<b>Main duties/ responsibilities</b>
<b>Job title:</b>	
<b>From:</b> <b>To:</b>	
<b>Salary:</b>	
<b>Reason for leaving:</b>	

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*For internal use only:*

**TRAINING COMPLETED**

**VOLUNTARY WORK**

**Applicant Reference Number:**

*For internal use only:*

***Please give your main reasons for applying for this position. This is also an opportunity to demonstrate how you meet the requirements of the personal specification:***

**Applicant Reference Number:**

*For internal use only:*

**REFERENCES**

*(Please give details of two referees: most recent previous employers, who are not friends or relatives)*

Name:	Name:
Position:	Position:
Address:	Address:
Telephone No:	Telephone No:
E-mail address:	E-mail address:
Relationship to applicant: [i.e. line manager]	Relationship to applicant: [i.e. line manager]

*Is it alright to make contact with this referee either verbally or in writing at stages during the recruitment:*

Yes                      No

*Is it alright to make contact with this referee either verbally or in writing at stages during the recruitment:*

Yes                      No

**Garda Vetting**

<i>Are you willing to provide Cork Simon with a Garda Vetting Check?</i>	Yes	No
<i>Have you ever been convicted of a Criminal Offence in Ireland or in any other country? If Yes, please give details:</i>	Yes	No
<i>Are there any criminal proceedings pending against you in Ireland or any other country? If Yes, please give details:</i>	Yes	No

**Data Protection Clause:** All personal information provided on this application form will be stored securely by Cork Simon Community and will be used for the purposes of the recruitment process. Application forms will be retained for a period of one year, and in the case of a successful candidate, for the duration of employment, and a minimum of one year thereafter. This information will not be disclosed to any external third party without your consent, except where necessary to comply with statutory requirements. Internally, the information may be made available to the Project/Department manager, HR manager and the members of the senior management team. You may, at any time, make a request for access to the information held about you as outlined. Should you wish to make any changes, or erasures to any of the information stored about you please contact the HR manager of Cork Simon Community.



**Applicant Reference Number:**

*For internal use only:*

**ADDITIONAL INFORMATION**

(to be completed if you want to add additional relevant information to your application, e.g. additional employment history)