

- Please complete the application form in full. We will not accept a CV.
- Please download the application, save it on your desktop, type and email it to recruit@corksimon.ie.
- Do not enclose written references.
- Following successful interview, the next stage in the recruitment process involves a pre-employment medical check, reference checks and Garda Vetting if applicable.

Applicant Information		
Full Name: <div style="display: flex; justify-content: space-between; width: 100%;"> First Name Last Name </div>		
Address: <div style="display: flex; justify-content: space-between; width: 100%;"> Address Line 1 Address Line 2 Address Line 3 </div> <div style="display: flex; justify-content: space-between; width: 100%;"> City Country Eircode </div>		
Telephone number:		
E-mail address:		

Applicant Reference Number:		
<i>For internal use only:</i>		

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? <div style="display: flex; justify-content: space-around; width: 100%;"> Cork Simon Community Indeed LinkedIn </div> <div style="display: flex; justify-content: space-around; width: 100%;"> Active Link Facebook Twitter </div> <div style="display: flex; justify-content: space-around; width: 100%;"> Other: </div>		

<p>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.</p>	
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)

Employer:	Main duties/ responsibilities
Job title:	
From:	
To:	
Salary:	
Reasons for leaving:	

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Job title:	
From:	
To:	
Salary:	
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Job title:	
From:	
To:	
Salary	
Reasons for leaving:	

Employer:	Main duties/ responsibilities
Job title:	
From:	
To:	
Salary:	
Reasons for leaving:	

Applicant Reference Number:

For internal use only:

TRAININGS

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 specifications:

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 _____

Garda Vetting

Are you willing to provide Cork Simon with a Garda Vetting Check? Yes _____ No _____

Have you ever been convicted of a Criminal Offence in Ireland or in any other country? Yes _____ No _____

If Yes, please give details:

Are there any criminal proceedings pending against you in Ireland or any other country? Yes _____ No _____

If Yes, please give details:

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)