


APPLICATION FORM

PLEASE SUBMIT AN UP-TO-DATE CURRICULUM VITAE ALONG WITH THIS APPLICATION FORM

		<p style="text-align: right;"><b>POST TITLE</b></p> <p style="text-align: center;"><b>ADMINISTRATION ASSISTANT( H&amp;S)</b> <b>(Perm Contract)</b></p> <p style="text-align: right;"><b>FULL TIME (37 hrs)</b></p>	
<b>SECTION 1 - PERSONAL DETAILS</b>			
<p>Please complete all sections in <u>block capitals</u> and in full. Failure to do so may eliminate you from our selection process.</p>			
<b>Title</b>	<b>First Name</b>	<b>Surname</b>	
<b>PPS Number</b>			
<b>Address</b>			
<b>Telephones Numbers</b>	<b>Home</b>	<b>Mobile</b>	
<b>E-mail Address</b>			
<b>Do you have a full clean current driving licence? (Essential)</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Details of any endorsement(s)</b>			
<b>Are you able to fulfil the mobility requirements of the post?</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Have you previously applied for a position with St Patricks Centre?</b> If yes please list previous position you applied for.			Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Have you previously worked for St Patricks Centre?</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Are there any restrictions on your right to work in this country</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Are there restrictions in your applying for any position funded by the HSE</b> If yes please give details.			Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>EDUCATION AND QUALIFICATIONS</b>			
<b>Second Level School</b>			
Name Address			
Qualification/Level Obtained		Date Obtained	
<b>Third Level College/University</b>			
Name Address			
<b>Awarding Body</b>	<b>Subjects &amp; Grade Achieved (e.g. first class Honours etc.)</b>	<b>Date Awarded</b>	<b>Method Of Entry</b>
<p>Please confirm that you have completed the following mandatory training</p> <p><b>Children First</b> <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p>			
<b>Additional Qualifications or Training Relevant to This Post</b> <small>(Please use additional page if required)</small>			
<b>Name of College or Training Centre</b>	<b>Qualification &amp; Title Of Award</b>	<b>Awarding Body</b>	<b>Dates Attended</b>

<b>Membership of Professional Body/Institute (please list all)</b>				
<b>Title &amp; Awarding Body</b>		<b>Level Of Membership</b>		<b>Method Of Entry</b>
<b>IT Competence - Please Tick as Appropriate to Indicate Proficiency in the Following</b>				
<b>Software Package</b>	<b>No Knowledge</b>	<b>Limited Familiarity</b>	<b>Extensive Use In Work Situation</b>	<b>Qualification (If Held) &amp; Title Of Award</b>
Microsoft Word				
Microsoft Excel				
Microsoft Access				
Microsoft PPT				
Other				
Other				
Other				

Continue on a separate sheet if necessary.

**PLEASE SUBMIT AN UP-TO-DATE CURRICULUM VITAE WITH THIS APPLICATION FORM**

Please give the name and address telephone number and email address of two referees. References from relatives will not be accepted.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Tel. No: \_\_\_\_\_ Tel. No: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Do we have your permission to contact these referees without further notice? Yes  No

Where did you hear about this position? \_\_\_\_\_

**Please note.**

- Canvassing will result in immediate disqualification.
- The employer reserves the right only to interview on the basis of information supplied on the application form by candidates who meet the criteria established for the post.
- Your application will be held in a manual filing system for two years following the closing date for applications. After this period your file will be destroyed in accordance with St Patrick's retention policy.
- By completing and signing this application form you are consenting to the information above being held on you as outlined above. This information will not be disclosed to a third party unless required to do so under law.
- Any applicant found to have knowingly given false or inaccurate information or to have wilfully failed to disclose any relevant fact, will be excluded from the recruitment process.
- It is a condition of our employment that all employees under consideration for employment with St Patricks will be subject to Garda Vetting.
- St Patricks is an equal opportunities employer and has established policies and procedures designed to promote equality of opportunity. We are committed to ensuring that the talents and resources of all our employees are utilised to the full. We will not discriminate unfairly against any individual in matters of recruitment or selection for any position, promotion development or training irrespective of; gender, marital or family status, race, ethnicity or colour, disability, religious or political opinion, sexual orientation, nationality or age. Unprejudiced consideration will be given to all candidates. These policies are periodically reviewed to ensure that individuals continue to be selected, promoted or treated solely on the basis of merit and in accordance with the requirements of the job and the individual's suitability to fill it.
- Successful applicants will be notified of their invitation to interview by email.
- St Patricks provides facilities for any employee who believes that he/she has been treated unfairly in the recruitment processes to raise the matter through the normal grievance procedure.
- There will be a minimum six-month probationary period associated with this role.
- It must be understood that should the position become redundant at any time during the period of the contract or if the funding for the post is discontinued or the post holder fails to perform satisfactorily, their contract may be terminated.
- Before you return the application form please ensure that you have completed all sections. The onus is on candidates to submit all documents requested. Please do **NOT** forward any certificates or reference letters with this application form.
- Applications are by way of St Patricks application form and requested documents only.
- Completed application forms along with a CV & cover letter must clearly state the post to which the application applies and must be returned **NO LATER THAN Wednesday 22<sup>nd</sup> September 2021**
- Application forms can be returned by email to [hr@stpatrickskilkenny.ie](mailto:hr@stpatrickskilkenny.ie) or by post to HR Department, St. Patricks Centre, Unit 11/12 Danville Business Park, Kilkenny.