

Coláiste na hOllscoile Corcaigh  
**UNIVERSITY COLLEGE, CORK**

*CONFIDENTIAL*

Tel: (021) 4903073  
**ACADEMIC**  
 Fax: (021) 4276995

<b>APPLICATION FORM for the post of:</b>			
<b>PLEASE SPECIFY</b>			
<i>As this application will be photocopied, please use BLOCK LETTERS or type</i>			
<b>1. Surname</b>		<b>Other Names</b>	
<b>2. Degrees and Professional Qualifications (abbreviate)</b>			
	Degrees etc.	Year of Award	Awarding Institution
<b>3. Address for Correspondence</b>	<b>Tel.</b>	Home	
		Work	
	<b>E-Mail</b>		
	<b>Fax</b>		
<b>4. Citizenship:</b> Are you an Irish/EEA Citizen?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Work Permit:</b> Would a work permit be required to employ you ?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>PPS No: (if applicable)</b>			
<hr/>			
<b>If you have previously worked in UCC, please quote staff no:</b>			
<hr/>			
<b>5. Employment Record (summarise here for the information given in full in Section8)</b>			

	Period	Post	Employer

**6. Publications** (indicate here total number of publications listed in Section 9)

		Published		Presented		In Preparation	
		No.	Total Pages	No.	Total Pages	No.	Total Pages
	Conference Papers						
	Short Communications						
	Full- length Papers						
	Books/ Monographs						

	Other						
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**7. Educational Information**

**A. University or Equivalent**

Name of University etc.	Years Attended	Degree	Class of	Main Course(s)	
	From	To	Obtained	Honours	of Study

**B. Pre-University (*from age 14 years*)**

Name of School.	Years Attended	Type of School	Certificate or Diploma	Class of
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	From	To		Obtained	Honours

## 8. Details of Experience

*(Please list positions held in chronological order)*

Date	Title of Post	Name and Address of Employer and Nature of Business	Nature of duties with special emphasis on Research, Teaching and Administrative experience
From            To			



<b>Further Particulars of Present Post</b>		
	Salary Scale	Pension Contribution
	Present Remuneration	Pension Entitlement
	Additional Allowances	Notice Required





## **9. Teaching Interests and Abilities**

(A) Summarise briefly your particular contribution to teaching under the headings below. (If you have no teaching experience, omit all of (A).)

- |  |                                 |
|--|---------------------------------|
| 1. Teaching innovation.<br>courses.                    | 6. Development of new           |
| 2. Development of teaching aids.<br>student relations. | 7. Enhancement of staff-        |
| 3. Development of written materials.<br>research.      | 8. Relationships of teaching to |
| 4. Development of assessment methods.<br>excel.        | 9. Area of teaching where you   |
| 5. Development of curriculum.<br>improvement.          | 10. *Efforts at self-           |

\*(Item 10 could, for example, include results of student opinion survey indicating, in particular, what you learned from them and what resultant modifications you made to your teaching.)





**9. (contd.)**

**Teaching Interests and Abilities**

(B) If you have experience in teaching, please comment briefly on the teaching role

(maximum one page) including:

- your objectives in teaching;
- methods you use to seek those objectives;
- a personal assessment of your results in seeking those

objectives.

If you have *no experience in teaching*, indicate your *proposed* objectives and the teaching methods you would expect or hope to use





**10. Publications and Research Interests**

*Please list publications with title, number of pages, date, subject and, where applicable, Journal title. This list should conform with the information in **Section 6**.*







**10. (contd.) Research**

*Please provide details using the following headings if applicable of:*

*Your research interests*

*A detailed research plan*

*Awards, research grants and contracts*

*Achievements in securing research funding*

*Conference presentations*

Continue on a separate sheet if necessary



**11. Membership of Professional Associations, Institutions, etc.**

**Particulars of Referees:** *(Please include details of your current/most recent employer in addition to two other referees, work related where possible). Full contact details including e-mail address must be provided.* Please note that assessments as to your suitability for the post **will be sought prior to interview**, however a reference from your current employer will not be sought without your prior permission, see below. Any offer of employment will be made subject to the receipt of satisfactory references.

	Name	Position or Occupation	Address	Fax/E-Mail
	<p><b>1. Current Employer</b></p> <p>Do you give permission for a reference to be sought from your current employer?</p> <p>Yes No (please tick one box only)</p>			
	2.			
	3.			

<b>13. Home address</b> <i>(if not the same as address in Section 3)</i>	
	Tel.
<b>14. Any Other Relevant Information</b>	
<b>15. If English is not your first language, please provide with your application evidence of proficiency in English.</b>	
<b>16. Have you availed of the Early Retirement Scheme (ISER) with a previous public sector employer -</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>17. Have you been in continuous employment with the Public Sector in Ireland since 6<sup>th</sup> April 1995</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>18. Source of Application</b> <i>(Name of Newspaper, periodical, etc.)</i>	
<b>I certify that the foregoing information (Sections 1-14) is correct.</b>	
<b>Signed:</b> .....	
<b>Date:</b> .....	
Please note a signature is not necessary for emailed applications	

This form should be returned to:

**Recruitment Office,  
Department of Human Resources,  
University College,  
Cork, Ireland.**

**Or**

**Email: [recruitment@per.ucc.ie](mailto:recruitment@per.ucc.ie)**

*If an acknowledgement is not received within two weeks, please contact Recruitment Office, Department of Human Resources. Tel: (021) 4903073 Fax: (021) 4276995*

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