



APPLICATION FORM for the post of:	
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Please use BLOCK LETTERS or type

1. Surname _____	Other Names _____ <i>(in full)</i>
2. Address for Correspondence _____ _____ _____	Tel: Home _____ Work _____ Mobile _____ E-mail _____
3. Home Address <i>(if not the same as in Section 2)</i> _____ _____ _____	PPS No. <i>(if applicable)</i> _____ <i>If you have previously worked in UCC, please quote Staff No.</i> _____
4. Citizenship: Are you an Irish/EEA Citizen? Yes <input type="checkbox"/> No <input type="checkbox"/> Work Permit: Would a work permit be required to employ you? Yes <input type="checkbox"/> No <input type="checkbox"/>	
5. Have you been in continuous employment with the Public Sector in Ireland since 6th April 1995 <i>(This question is asked to determine your class of PRSI)</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	
6. Have you availed of the Early Retirement Scheme (ISCER) with a previous employer Yes <input type="checkbox"/> No <input type="checkbox"/>	
7. Source of Application <i>(Please state name of Newspaper, Periodical; Internet, Internal)</i>	
NOTES FOR APPLICANTS: (i) Each section (1-13) must be answered in full. (ii) Educational certificates and returnable testimonials should not be sent with the application. (iii) All permanent appointments are subject to medical examination	
I certify that the information contained in Sections 1-10 is correct.	
Signed: Date:	
Please note a signature is not necessary for emailed applications	
This form should be completed and returned to: Department of Human Resources, University College, Cork, Ireland	

Or

Email: recruitment@per.ucc.ie

All application forms are acknowledged. If an acknowledgement is not received within **three working days**, please contact Recruitment Office, Department of Human Resources. Tel: (021) 4903603 Fax: (021) 4271568. If an application has not been acknowledged then the form has not been received by this office and **will not be included** as an application for the post.

8. Educational Information

A. University or other Third Level

Name of Institution	Years Attended From	To	Qualification Obtained	Class of Honours	Main Course(s) Of Study

B. Second Level (*from age 14 years*)

Name of School	Years Attended From	To	Certificate or Diploma Obtained	Subjects	Grade & Level

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Candidates will be required to produce evidence of qualifications on appointment

9. Details of Experience

(Please list positions held, commencing with most recent employer)

Date		Name & Address of Employer and Nature of Business	Job Title and Nature of Duties with special emphasis on experience relevant to the post, and reason for leaving
From	To		

10. Details of Experience (continued)

(Please list positions held, commencing with most recent employer)

Date From To		Name & Address of Employer and Nature of Business	Job Title and Nature of Duties with special emphasis on experience relevant to the post, and reason for leaving

Further Particulars of Present Post

Salary Scale:	Pension Contribution:
Present Remuneration:	Pension Entitlement:
Additional Allowances:	Notice Required:

11. Membership of Professional Associations, Institutions, etc. (where appropriate)

12. Leisure Interests (Please indicate degree of participation, where appropriate)

13. Particulars of Referees: Please note that assessments as to your suitability for the post **will be sought prior to interview** from **2 recent work related** referees. However a reference from your current employer will not be sought without your prior permission, see below and complete accordingly. ***Full contact details including telephone number and / or email address must be provided.*** Any offer of employment will be made subject to the receipt of satisfactory references – including current employer.

Name	Position or Occupation	Postal / E-mail Address. Tel.No.
Current Employer		
Do you give permission for a reference to be sought from your current employer? Yes/No		

14. Additional Information relating to other attainments or special qualifications. In particular, the applicant should state why he/she is interested in this position and intimate the experience and/or personal qualities which especially equip him/her for the post.

Continue on extra sheet, if necessary