

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

CONFIDENTIAL

ACADEMIC

Tel: (021) 4903073

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> _____							
<b>If you have previously worked in UCC, please quote staff no:</b> _____							
<b>5. Employment Record (summarise here for the information given in full in Section 8)</b>							
Period		Post			Employer		
<b>6. Publications (indicate here total number of publications listed in Section 9)</b>							
		Published		Presented		In Preparation	
		No.	Total Pages	No.	Total Pages	No.	Total Pages
Conference Papers							
Short Communications							
Full-length Papers							
Books/Monographs							
Other							

**7. Educational Information**

**A. University or Equivalent**

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

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

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

**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			

**Further Particulars of Present Post**

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

\*(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:*

- a) *Your research interests*
- b) *A detailed research plan*
- c) *Awards, research grants and contracts*
- d) *Achievements in securing research funding*
- e) *Conference presentations*

Continue on a separate sheet if necessary

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

**12. 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
<b>1. Current Employer</b>  Do you give permission for a reference to be sought from your current employer? Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick one box only)			
2.			
3.			

**13. Home address** *(if not the same as address in Section 3)*

Tel.

**14. Any Other Relevant Information**

**15. If English is not your first language, please provide with your application evidence of proficiency in English.**

**16. Have you availed of the Early Retirement Scheme (ISCER) with a previous employer -** Yes  No

**17. Have you been in continuous employment with the Public Sector in Ireland since 6<sup>th</sup> April 1995** Yes  No

**18. Source of Application** *(Name of Newspaper, periodical, etc.)*

**I certify that the foregoing information (Sections 1-14) is correct.**

**Signed:** ..... **Date:** .....

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)**

*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.*