



## Application Form

### Temporary Employment as Seasonal Guide/Information Officer at Ionad an Bhlascaoid Mhoir 2017

*Please carefully note the following instructions.*

*Please type your responses to all sections of the application and return 3 copies to the address indicated.*

*Candidates should note that the information they supply in this section of the application form will play a central part of the short-listing process. The Board's decision to include you on the short-list of candidates going forward for interview may be determined based on the information you supply at this stage. Anything you write may be discussed in more depth, should you be called to interview.*

*Any changes will be discussed at Interview stage.*

<b>1. Name, Address and Telephone Number</b>		
<b>First Name:</b>	<b>Surname:</b>	<b>PPS:</b>
<b>Address:</b>		
<b>Date of Birth:</b>		
<b>Tel No:</b>	<b>Mobile No:</b>	
<b>Email:</b>		
<b>Dates available for employment in the event of you being offered the post. <u>Please be specific and accurate:</u></b>		
<b>FROM:</b>	<b>TO:</b>	

**2. Academic, Professional or Technical Qualifications and Name of Educational Institution (starting with the most recent):**

<b>School, College or Institution</b>	<b>Course Title</b>	<b>Year Completed</b>

**Language Proficiency**

<i>Language</i>	<i>Level of Competency</i>

**3. Employment Record**

**Please give below particulars of relevant employment starting with your current details, 4 examples will suffice.**

<b>From:</b>	<b>To:</b>	<b>Position Held &amp; Name of Employer</b>	<b>Reason for Leaving</b>



<b>7. References:</b>	
<b>Name:</b>	<b>Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>Phone No:</b>	<b>Phone No:</b>
<b>Email:</b>	<b>Email:</b>
<b>These referees should not be related to you. Ideally referees should be previous/present employers if you have held or hold previous/current employment.</b>	
<b>Have you any objection to us contacting either of these referees?</b>	
<b>Yes / No</b>	
<b>(Please note that referees will only be contacted if you are successful at interview.)</b>	
<b>I certify that the above particulars are correct and that I will be 18 years of age or older on 1st January 2017.</b>	
<b><u>Signature of Applicant:</u></b>	
<b><u>Date:</u></b>	

## **FREEDOM OF INFORMATION DECLARATION:**

**Note:**

Applicants should note that some or all of the information contained in this application may be released subject to the terms of the Freedom of information Act, 1997.

If any of the information provided in this application is considered sensitive, please identify same and specify in writing the reasons for its sensitivity. The Office will consult you about sensitive information before making a decision on any Freedom of Information request received.

**Please do not include a curriculum vitae.**

**This application form, complete with 2 copies should be posted to:**

**Guide Recruitment,  
Visitor Services  
Office of Public Works  
Unit 20, Lakeside Retail Park,  
Claremorris,  
Co Mayo.**

**Fax, Email or Hand Written copies will not be accepted**

**Closing date for receipt of applications is 03 April 2017 at 12pm.**

**Before you return the application form please ensure that you have completed all sections and that you have signed the declaration. The onus is on candidates to establish eligibility in this application form.**

**Please note, you will not receive a receipt of application, candidates will be contacted in due course as interviews arise for their preferred site.**

**Canvassing will automatically disqualify.**

***OPW is an Equal Opportunities Employer.***

**Information correct at time of going to Press.**