

**Form A1**

**Reference No: \_\_\_\_\_\_\_\_\_\_**

*(Office use only)*

**Application Form**

**Administrative Support Worker**

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| **Name in full (BLOCK LETTERS)** |  |
| **Postal Address (BLOCK LETTERS)** |  |
| **Phone Numbers** | **Private:****Mobile:** |
| **Email Address** |  |
|  |  |
| **Current Employment** |
| **Name of current (last) employer** |  |
| **Address** |  |
| **Phone Number** |  |
| **Contact Name** |  |
|  |  |
| **Referees (*Please give details of two referees who would support your application)*** |
| **Name** |  | **Name** |  |
| **Address** |  | **Address** |  |
| **Phone** |  | **Phone** |  |
| **Do you give permission to contact referees** |  |
|  |  |
| **Declaration** |
| **I certify that the information given in this application is accurate and complete to the best of my knowledge.** |
| **Signed** |  | **Date:** |  |
| ***Please note that the signing of this application form (forms A1 and A2) indicates that you have read the job description and any other information issued by the company and that you can comply with the requirements of the post. Any false statements could result in the application being declared invalid.*** |

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| **General Education** |
| **School or College Attended** | **From** | **To** | **Examinations** | **Results** |
|  |  |  |  |  |
|  |  |  |  |  |
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**Form A2**

**Reference No: \_\_\_\_\_\_\_\_\_\_**

*(Office use only)*

**Application Form**

**Administrative Support Worker**

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| **Academic and/or Professional Qualifications** |
| **Full Title Degree(s)****Qual(s) held** | **Type & Grade of Honours** **(1st or 2nd Class, Gr I or II)** | **Subject(s) in final Exam** | **University,****College or****Examining****Authority** | **Year Degree /****Qual. Obtained** |
|  |  |  |  |  |
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*(Office use only)*

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| **Employment Record** |
| Give below, in date order, full particulars of all employment (including also any periods of unemployment) between the date of leaving school or college and the date of taking up your present position. No period between these dates should be left unaccounted. If it is necessary to continue on a separate sheet, please set out the information in the same manner as below. **Candidates may be short-listed for interview on the basis of information supplied on their applications.** |
| From | **To** | **Name & address of Employer, Details of salary** | **Description of title and duties/responsibilities** |
|  |  |  |  |
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**Form A2**

**Reference No: \_\_\_\_\_\_\_\_\_\_**

*(Office use only)*

**Application Form**

**Administrative Support Worker**

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| --- |
| **Present Position** |
| **From (Date)** |  | **Title** |  |
| **Main responsibilities and significant features (including name and address of employer, salary).** |
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| --- |
| **Please indicate any particular experience, innovations or achievements you consider an Interview Board should be aware of when assessing your application.** |
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| **Please outline any other supporting information that you consider would be relevant to your application for this particular post.** |
|  |

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| **Please indicate your IT skills / experience:** |
|  |

|  |
| --- |
| **If offered appointment when could you take up duty?** |
|  |

Candidates who send their applications by post should allow sufficient time to ensure delivery not later than the latest time for acceptance.

Please submit completed applications form marked ***Confidential*** to the Manager, West Limerick Resources, St. Mary’s Road, Newcastle West Co. Limerick no later than 5pm on Friday July 28th 2017.

Candidates may be shortlisted for interview. A panel may be formed from which future similar vacancies will be filled. Interviews to be held the week commencing August 14th, 2017.

***West Limerick Resources is an equal opportunities employer. Canvassing will disqualify.***

   

