



GUIDANCE NOTES FOR COMPLETION OF JOB APPLICATION FORM

GENERAL

Your application will be assessed on the information you submit on the official application form. Therefore, it is important that it is completed as fully and as comprehensively as possible.

The application form must be either (a) typed or (b) completed in **BLOCK CAPITALS** using black ink (*to facilitate copy quality*).

All information must be set out on the official application form. If required, additional pages of these forms may be used. **ADDITIONAL CVs WILL NOT BE ACCEPTED.**

An electronic version of the official application form can be e-mailed to you on request. Please e-mail your request by e-mail to: linda@donegalvec.ie

Take note of the closing date for the competition and ensure that your application is submitted in plenty of time. **LATE APPLICATIONS WILL NOT BE ACCEPTED.**

Candidates who send their applications by post should use the correct value of postage stamps and allow sufficient time to ensure delivery not later than the latest time of acceptance. Claims that any application form has been lost or delayed in the post will not be considered, unless applicants have a Post Office Certificate of Posting in support of such claims. When submitting your application form, you must forward all parts to the Human Resources Division, VEC Administrative Offices, Ard O'Donnell, Letterkenny, Co. Donegal.

Please read the job specification very carefully. You must ensure that your application gives clear evidence of your knowledge, skills and experience. Please read the application form carefully. Your form should be written in a concise, well-organised and positive way. When completed, read through your application form carefully and check that each section has been filled in. Should short-listing apply, only the information contained in the application form will be considered.

County Donegal Vocational Education Committee is an Equal Opportunities Employer and welcomes applications from all the community. Our aim is to ensure that no job applicant or employee receives less favourable treatment on the grounds of racial origin, gender, marital status, family status, age, disability, religious beliefs, sexual orientation or membership of the travelling community.

COMPLETING PARTS 1 TO 5 OF THE JOB APPLICATION FORM

PART 1

The information you provide in PART 1 will not be made available to either the interview board or, if short-listing is necessary, the short-listing board.

- Q.4** must be completed by applicants who are not citizens of a member state of the European Economic Area (EEA). The EEA comprises of Member States of the European Union i.e. Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden.

Q.10 is for marketing research purposes. It is not mandatory to answer it. However, in order for management to establish how its recruitment advertising budget is best served, it would be appreciated if you would complete this question.

PART 2

General (Primary/ Second Level) Education/Further/Third Level Education

State any qualifications you have obtained. Should you be successful at interview, you will be required to produce the original certificates of any qualifications listed.

Employment Record Details

Start with your current/most recent employer and work retrospectively. You should also give reasons for any gaps in your employment.

Work Experience

Please consider the selection criteria listed in the job specification – the knowledge and skills required for the job before answering this section, provide evidence that you possess the criteria required – be specific and give examples.

PARTS 3 and 4

On completion of Part 4 (Enquiry Form), return this form along with the job application form to the Human Resources Division, County Donegal Vocational Education Committee. **Do not send this form to the Gardaí. If necessary it will be submitted to the Gardaí by County Donegal Vocational Education Committee.**

PART 5

Declaration

You are asked to confirm that all the information you provide is true and accurate. Applicants who are subsequently found to have given false information may be disqualified from this competition or have any offer of employment withdrawn.

PART 1



Coiste Gairmoideachais Chontae Dhún na nGall
County Donegal Vocational Education Committee

Closing Date for receipt of completed application is 12:00 noon on Tuesday, 5th February, 2008

HUMAN RESOURCES DIVISION, DONEGAL VEC, ADMINISTRATIVE OFFICES, ARD O'DONNELL, LETTERKENNY, CO. DONEGAL.

*Please complete this application form in **BLOCK CAPITALS** in **BLACK INK***

*NB Photograph
required only when
applicant has been
invited to interview*

**APPLICATIONS WILL ONLY BE
ACCEPTED ON THE OFFICIAL FORM**

POSITION APPLIED FOR:

Please state full title of the position you are applying for

1. Surname

First name(s)

Name on Birth Cert.

(if different from above)

2. Home Address 1:

Home Address 2:

Home Address 3:

3. Contact Telephone No. Work:

Ext:

Home:

Mobile No:

Email address:

P.P.S. Number:

(P.P.S. = Personal Public Service)

**Tá leagan Gaeilge den fhoirm seo ar fáil ach teagmháil a dhéanamh
leis an Roinn Acmhainní Daonna - Fón 074-9161510
nó ríomhphost linda@donegalvec.ie**

PART 1 (continued)

4. (a) Are you an Irish citizen? Yes ☐ No ☐
- (b) Are you a citizen of a member state of the European Economic Area (EEA)?
- Yes ☐ No ☐

*If you answered "No" to (a) and (b) above you must enclose evidence of legal residency in the state with this application form (see below**)*

**** (i) Certificate of Registration issued by the Garda National Immigration Bureau
and/or**

(ii) Passport endorsed with the appropriate permission to remain in the state

TO BE COMPLETED ONLY BY EXISTING EMPLOYEES OF COUNTY DONEGAL VOCATIONAL EDUCATION COMMITTEE

5. Work Location:

School/College/Centre

Address

Date of Commencement of service:

Fixed Term *w.e.f.*

Permanent *w.e.f.*

Current Grade:

**Acting Grade
(if applicable)**

**Date of
appointment:**

Payroll Number:

TO BE COMPLETED BY ALL APPLICANTS

6. Please name at least two responsible persons, to whom you are well known but not related, from whom County Donegal Vocational Education Committee can request references on your behalf.

When stating the names of the persons from whom references may be sought, please also state, in each case, the position held by the person, their address and their contact (phone and e-mail) details.

1.

2.



PART 2

FULL NAME (Block Capitals) _____

POST APPLIED FOR: _____

PARTICULARS OF EDUCATION /QUALIFICATIONS / WORK EXPERIENCE

1. DETAILS OF GENERAL EDUCATION

NAME OF PRIMARY / SECOND LEVEL SCHOOLS ATTENDED	FROM (State Dates)	TO (State Dates)	CERTIFICATE OBTAINED

LEAVING CERTIFICATE / A LEVELS / EQUIVALENT EXAMINATION RESULTS

State in **Column A** below subjects taken

State in **Column B** the **grades** or **marks** obtained

State in **Column C** the **grades** or **marks** obtained in equivalent examination (if applicable)

Title of Examination:- Established Leaving Cert/Vocational Leaving Cert./Equivalent Qualification

<u>Title:-</u>		<u>Year:-</u>	
-----------------------	--	----------------------	--

Examination Results:-

Column A	Column B – State Grades			Column C - Equivalent	
Subject	Higher	Ordinary	Foundation	Subject	Grade
Irish					
English					
Mathematics					
History					
Geography					
French					
Spanish					
German					
Biology					
Accounting					
Business Organisation					
Economics					
Home Economics					
Physics					

PART 2 (continued)

2. PROFESSIONAL DEVELOPMENT – FORMAL

2.1 FURTHER/HIGHER EDUCATION

[Note: This Section is to be completed in respect of Part-time and Wholetime Programmes in respect of which validated certification was received e.g. Degree/Diploma/Certificate]

Course/College	From	To	Subjects Studied	Result/Qualification Achieved

PART 2 (continued)

3. PROFESSIONAL DEVELOPMENT – INFORMAL

[Note: This Section is to be completed in respect of work related Seminars/Courses for which certification was not obtained]

Organised By	Dates	Course Content

PART 2 (continued)

4. EMPLOYMENT RECORD/RELEVANT EXPERIENCE

1. WORK EXPERIENCE – commencing with most recent position

Employer – Department/Section	From	To	Grade and Nature of Duties

PART 2 (continued)

5. EXPERIENCE OF WORKING WITH ANY VOLUNTARY AND/OR STATUTORY SECTOR

DATES		NAME OF ORGANISATION	LEVEL OF INVOLVEMENT
FROM	TO		

6. PLEASE DETAIL YOUR EXPERIENCE IN PROJECT PLANNING AND DEVELOPMENT

7. PLEASE OUTLINE ANY EXPERIENCE YOU HAVE OF REPORT WRITING, RECORD KEEPING AND PRESENTATION

8. COMPUTER LITERACY SKILLS/QUALIFICATIONS (Please Furnish Full Particulars)

PART 2 (continued)

10. ANY OTHER RELEVANT INFORMATION

e.g. Involvement in Committees/Sub-Committees/ Sport Organisations/Special Interests, etc.

PLEASE NOTE THAT SKILLS AND EXPERIENCE ACQUIRED OUTSIDE OF WORK CAN SOMETIME BE JUST AS RELEVANT AS THOSE GAINED IN WORK

Signature of applicant:

Date:

PART 3

Position Applied For:

CONFIDENTIAL

PERSONAL DISCLOSURE FORM

Have you ever been convicted of a criminal offence or been given a caution?

YES

☐

NO

☐

If YES, please detail below the nature and date(s) of the offence(s):

FULL NAME (Block Capitals)

ADDRESS (Block Capitals)

PLACE OF BIRTH

Please specify any other name that you are or were previously known by:

Previous Address to above

I confirm that nothing within my personal or professional background deems me unsuitable for employment with County Donegal Vocational Education Committee.

I DECLARE THAT THE ABOVE INFORMATION IS TRUE AND AGREE THAT I WILL ABIDE AND ACCEPT THE TERMS AND CONDITIONS OF EMPLOYMENT SHOULD I BE SUCCESSFUL IN MY APPLICATION FOR THE POSITION

Applicant's Signature

Date

The Human Resources Division will treat all the information including personal data, which you give as confidential, subject to Donegal VEC's responsibilities under the Data Protection Acts.

False declaration could lead to Non Employment or Dismissal

PART 4

ENQUIRY FORM

SURNAME: **NAME AS PER BIRTH CERTIFICATE:**

FORENAMES:

PLACE OF BIRTH:

HAVE YOU EVER CHANGED YOUR NAME? **YES** ☐ **NO** ☐

If yes, please state previous name:

Current address and all previous address(es):

House No.	Street	Town	County	Postcode	Year	
					From	To

Have you ever been convicted of an offence in the Republic of Ireland or elsewhere?

YES ☐ **NO** ☐

If yes, please give full details

DECLARATION

TO: Commissioner
An Garda Siochana
Central Vetting Unit
Tullamore,
Co. Offaly

I, the undersigned, who have applied to work as a hereby authorise An Garda Siochana to furnish to County Donegal Vocational Education Committee a statement that there are no convictions recorded against me in the Republic of Ireland or elsewhere OR a statement of all prosecutions, successful or unsuccessful, pending or completed in the State or elsewhere, as the case may be.

Applicant's Signature **Date**

Authorised signature
Donegal VEC

☐ According to Garda records there are no previous convictions recorded against the above-named applicant OR
☐ The following convictions appear on Garda Records:

NOTE: The convictions supplied may apply to the subject of your enquiry. **PLEASE VERIFY.**
Signed Member I/C

PART 5

DECLARATION

Before signing this form, please ensure that you have replied fully to all questions asked. You should also satisfy yourself that you are eligible for the competition concerned. Offers of employment are subject to verification of candidates' eligibility for the position applied for.

I CERTIFY that all particulars in this application are true and correct, to the best of my knowledge and belief.

I am aware that any canvassing, by me, or on my behalf, will disqualify me from the position I am seeking and that any employment offered to me is dependent upon the information given herein being correct.

I am aware that false or misleading information or deliberate omissions may result in disqualification from the competition or the withdrawal of any offer of employment.

Signature of Applicant: **Date:**