

**Application for Employment**

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| Post Applied For: | **Marketing and Communications Lead** |
| **Closing Date** for Applications is: | **No later than 12 noon Friday 15h of August 2025** |

**Contact Details**

|  |  |
| --- | --- |
| **Surname:** |  |
| **First Name(s):** |  |
| **Email Address:** |  |
| **Phone Number:** |  |
| **Postal Address:** |  |
| **Postcode:** |  |

**Reason for applying**

|  |
| --- |
| **Please use this section to let us know why you are interested in this post, what skills and experience you have and how you meet the points in the person specification:** |
| **Please continue on a separate sheet if necessary** |

**Employment Record**

**Current or last employment**

|  |  |
| --- | --- |
| **Job title:** | **Employer:** |
| **Date started:** | **Address:**  **Postcode:** |
| **Leaving date:** |
| **Salary:** |
| **Benefits:** | **Telephone no:** |
| **Reason for leaving:** | **Line manager name:** |
| **Notice period:** | **Line manager position:** |
| **Duties and responsibilities:** | |

**Employment history**

List all your employment history starting with your previous post. Please explain any gaps.

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| --- | --- | --- |
| **Dates**  **(from/to)** | **Employer and location**  **Position held and brief description of responsibilities** | **Reason for leaving** |
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|  |  |  |
| **Continue on a separate sheet if necessary** | | |

**Education**

1. **Secondary School**

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| --- | --- | --- | --- |
| **Name of school attended** | **From** | **To** | **Certificates and Distinctions obtained** |
|  |  |  |  |
|  |  |  |  |

1. **College or University**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course studied**  **Please state full name of course** | **College attended** | **From** | **To** | **Qualification Level**  **(Please indicate by level only, e.g. 7 or 8)** | **Please state the awarding body and the full title of the qualification obtained** | **Grade obtained**  **(e.g. 2.1, Pass, Credit, Distinction)** |
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**List relevant courses/seminars completed/attended**

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| --- | --- | --- |
| **Course/Seminar** | **Dates/Duration** | **Certification (if any)** |
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**Membership or professional or technical associations**

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| --- | --- | --- | --- |
| **Name of association or body** | **Membership grade** | **Membership by exam/affiliation** | **Membership number** |
|  |  |  |  |

**References**

**Current/last employer/college**

|  |  |  |
| --- | --- | --- |
| **Name** | **Address** | **Tel no/ email address** |
|  |  |  |

**Previous employer**

|  |  |  |
| --- | --- | --- |
| **Name** | **Address** | **Tel no/ email address** |
|  |  |  |

**Declaration and Signature:**

I understand and agree to the following:

* Canvassing will result in immediate disqualification
* The post will be subject to Garda Vetting
* A six-month probationary period performance review is conducted
* The employer reserves the right only to interview on the basis of information supplied in the application form by candidates who meet the criteria for the post
* Active Disability Ireland is an equal opportunities employer, committed to ensuring that the talents and resources of all our employees are utilised to the full. We will not discriminate unfairly against any individual in matters of recruitment or selection for any position, promotion, training or development.
* I declare to the best of my knowledge and belief, all particulars I have given are complete and true. I understand that any false declaration, misleading statement or significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to satisfactory references, sight of educational awards relied upon in this application or at interview and successful completion of a probationary period

*Signed: Date:*

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**Data Protection**

By returning this application form you consent to Active Disability Ireland using the information about you, or third parties such as referees, relating to your application. This information will be used solely in the recruitment process. All personal information provided on this application form will be stored securely in compliance with the Data Protection Act and will be used only for the purposes of the recruitment process. Application forms will be retained for a period of 6 months, and in the case of a successful candidate, for the duration of employment and a minimum of one year thereafter. Internally, the information may be made available to the relevant Line Manager and to the Shortlisting/Interviewing Panel.

Please check here to consent to your information being stored and processed accordingly. 