

2. Education (Please complete all sections in full)

2.1 General Education (Post Primary)

School Attended	From	To	Examination	Pass	Hons.

2.2 Post Secondary Education

(Please outline details in chronological order of all further education and third level academic awards)

Name & Address of Academic Institution/Awarding Body	Period of Study		Award/Qualification Obtained Pass or Honours	Year	Class of Award	Main Subjects
	From	To				

3. Employment Record Please indicate all Employment in Chronological order (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 an additional sheet, please detail the information in the same format as below.

Candidates may be shortlisted for interview on the basis of information supplied on their applications.

Employer (Name and Address)	From	To	Nature of Employment List duties / responsibilities

3.1

PRESENT POSITION: TITLE: **Year Commenced:**

Employer: **Address:**

.....

Main responsibilities and significant features of your current post:

4. Please outline any experiences of teaching or working with adults, or innovations or achievements you consider particularly relevant to this position, and which the Interview Board should be aware of when assessing your application.

5.

Reference: Please supply the names and addresses of two referees with whom you have worked in a professional capacity (who may be contacted without further contact with you).

Name:	Name:
Occupation:	Occupation:
Address:	Address:
Tel No:	Tel no:
Fax:	Fax:
E-mail Address	E-mail address

6. **Interests:**

Activity	Membership of Organisation	Statement of Level of Involvement

7. Please indicate where you saw the post advertised: _____

7.1 Please indicate where you obtained application form: _____

Any inaccurate information contained in this application form will automatically render the application and any subsequent appointment void

IMPORTANT-PLEASE NOTE

Short listing of Candidates may take place

Canvassing will disqualify

CLARE VEC is an equal opportunities employer

Garda Vetting will apply

**FOUR COPIES (Including Original Application Form) must be returned to
Human Resources Department, Clare VEC, Station Rd. Ennis Co Clare
before 12 noon on February 14th 2012**

IMPORTANT NOTES AND CANDIDATES DECLARATION

Please Read Carefully

I acknowledge the following:

- (a) **FOUR COPIES** of completed Application Form (including original) must be returned to: *Human Resources Dept., Co. Clare V.E.C., Station Road, Ennis, Co. Clare.*
 - (a.i) Please attach photocopies of your relevant qualifications to application form along with TCI Registration confirmation (the originals of which will be checked if you are called for interview).
 - (a.ii) Please note: Format of Application Form must not be altered in any way. Faxed or E-mailed applications will not be considered.

The Application Forms should reach Clare V.E.C. , not later than 12 noon on February 14th 2012.

- (b) **The V.E.C. will nominate a date and time which cannot be altered for interview purposes.**
- (c) **Clare V.E.C. will not be acknowledging receipt of completed application forms but will notify each applicant of the success or not of their application following shortlisting and interviews.**
- (d) **Applicants may include an additional sheet with relevant details of information, which they may wish to bring to the attention of the Selection Board.**
- (e) **The post(s) will be filled in accordance with D.E.S. guidelines and relevant Circular Letters and will be subject also to Garda Vetting.**
- (f) **I HAVE ENCLOSED THE FOLLOWING: (Please tick box)**

- ✓ **FOUR copies of Application Form (including original) + attachments**
- ✓ **Signed Declaration Form**

DECLARATION

I certify that the information provided herewith is true and correct.

Signature of Applicant:

Date: