

**Application Form**

**POSITION: Research Assistant**

In the initial consideration of candidates for this position in Parents Plus, the information supplied in this application form plays a significant part in determining who should attend for interview.

Information given will be used only for the purposes of this application and will be treated in a confidential manner. The application form will form part of the selection criteria.

It is in the candidate’s interest to complete this application form clearly and written with understanding, accuracy and legibility. **All sections of the form must be completed.** You can expand the boxes in the form to fill in as much detail as you feel is necessary.

**Instructions for applying:**

Completed applications must be returned via email to Eileen@parentsplus.ie **by Thursday 25th February 2021** at the latest.

Note: Interviews are currently scheduled to take place on **Monday 8th March online via zoom** and candidates must be available to **start work immediately.**

**SECTION 1 – PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| **Title *(Mr, Mrs etc.)*** | **Name** | **Surname** |
|  |  |  |
| **Address** | **Contact details** | |
|  | **Phone:**  **Email:** | |

**SECTION 2 – QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **EDUCATIONAL QUALIFICATIONS**  *Please give details of your* ***qualifications starting with the most recent****, i.e. degree and/or post graduate diplomas, masters, certificates, training courses, professional qualifications, etc.* | | | |
| **Dates Attended**  **(to and from)** | **School/College/Institute Attended** | **Course Pursued** | **Result/Grade** |
|  | | | |

**SECTION 3 – INFORMATION TECHNOLOGY**

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| **INFORMATION TECHNOLOGY**  *Please describe level of skill and experience in IT* |
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**SECTION 4 – EMPLOYMENT HISTORY**

|  |  |
| --- | --- |
| **MOST RECENT EMPLOYMENT POSITION**  *For your current or most recent employment position, please provide the following details.* | |
| **Name of Employer (please also describe the nature of the business)** |  |
| **Address and Tel. number** |  |
| **Position Held** |  |
| **Describe main duties and responsibilities** |  |
| **Date of Appointment** |  |
| **Salary** |  |
| **Reason for leaving** |  |
| **If appointed what level of notice is required** |  |

**SECTION 4 – EMPLOYMENT HISTORY CONTINUED**

|  |  |  |
| --- | --- | --- |
| **PREVIOUS EMPLOYMENT**  *Please give particulars of all full time employment since your full time education, starting with the appointment immediately preceding that described above.* | | |
| **Dates worked there**  **(from and to)** | **Name and Address of Employer** | **Position Held and Main Responsibilities** |
|  | | |

**SECTION 5 – ADDITIONAL INFORMATION**

The following section asks you to provide an overview of how you meet the skills and experience in relation to the current Parents Plus application.

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| **QUALIFICATIONS**  *Please outline how your qualifications meet the requirements for the post.* |
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| **KNOWLEDGE AND EXPERIENCE**  *Please outline how you meet the knowledge and experience requirements that are essential and desirable for this role in Parents Plus.* |
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| **MOTIVATION**   1. *What is your motivation to work for Parents Plus?* 2. *Why do you want to work within this particular role?* |
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| **OTHER INFORMATION**  *Please outline your hobbies and interests and any other information that you think is relevant to your application.* |
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**SECTION 6 – REFEREES**

|  |  |  |  |
| --- | --- | --- | --- |
| **REFEREE INFORMATION** | | | |
| **Name** | **Organisation and position held** | **Relationship to you** | **Contact details** |
|  |  |  | **Phone:**  **Email:** |
|  |  |  | **Phone:**  **Email:** |
|  |  |  | **Phone:**  **Email:** |
| *We will notify you before contacting any of your referees outlined above.* | | | |

**SECTION 8 – DECLARATION AND SIGNATURE**

I hereby certify and declare that:

* All of the information that I have provided on this application has been honestly and accurately articulated to the best of my knowledge and belief.

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please ensure that you have provided all of the information for which you have been asked.

**The completed form should be returned via email to** Eileen@parentsplus.ie **by Thursday 25th February 2021** at the latest.

To protect equal opportunities for all applicant we cannot handle queries about the post prior to interview.

Note: Interviews are currently scheduled to take place on **Monday 8th March online via zoom** and candidates must be available to **start work immediately.**

Thank you for taking the time to complete this application form and for your interest in Parents Plus. For further information on the organisation, please visit [www.parentsplus.ie](http://www.parentsplus.ie)