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| **APPLICATION FORM for the post of**  **On which website did you see this position advertised** | Insert **Job Reference** # here:  Insert website name here: |

***Typed applications only – handwritten forms will not be accepted***

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| 1. **Surname:** | **Other Names:**  *(in full)* |
| 1. **Address for Correspondence:** | **Tel:**  **Home**:  **Work**:  **Mobile**:  **E-mail**:  **PPS No:**  *(if applicable)*  *If you have previously worked* in UCC, please quoteStaff No: |
| 1. **Home Address** *(if not the same as in Section 2)***:** |
| 1. **Citizenship:** Are you an Irish/EEA Citizen? Yes □ No □   **Work Permit:** Would a work permit be required to employ you? Yes □ No □ | |
| 1. **Have you been in continuous employment with the Public Sector in Ireland since 6th April 1995** (*This question is asked to determine your class of PRSI***)** Yes □ No □ | |
| 1. **Have you availed of the Early Retirement Scheme (ISCER) with a previous employer** Yes □ No □ | |
| 1. **Source of Application**   *(Please state name of Newspaper, Periodical; Website, Internal)* | |
| **NOTES FOR APPLICANTS:**   1. *Each section (1-13) must be answered in full.* 2. *Educational certificates and returnable testimonials should not be sent with the application.* 3. *All permanent appointments are subject to medical examination* | |
| **By submitting your completed application form and any associated documentation, you are declaring that the information you are furnishing is factually correct. Should any of the information provided in the application or associated documentation be found to be false or inaccurate in any material way, University College Cork reserves the right to withdraw any offer of employment or if you have commenced employment, to terminate your employment.**  **Signed: ................................................................................ Date: .............................................**  Please type your name and date of application | |
| This form should be completed and returned to[**careers@tyndall.ie**](mailto:careers@tyndall.ie)  *All application forms are acknowledged. If an acknowledgement is not received within* ***three working days****, please contact Recruitment Tel: (021) 2346232. If an application has not been acknowledged then the form has not been received by this office and* ***will not be included*** *as an application for the post.* | |

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| 1. **Educational Information**   A. University or other Third Level | | | | |  |
| Name of Institution | Years Attended  From To | | Qualification  Obtained | Class of  Honours | Main Course(s)  Of Study |
|  |  |  |  |  |  |
| B. Second Level *(from age 14 years)* | | | | | |
| Name of School | Years Attended  From To | | Certificate or Diploma Obtained | Subjects | Grade & Level |
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| ***Candidates will be required to produce evidence of qualifications on appointment*** | | | | | |

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| 1. **Details of Experience**   *(Please list positions held, commencing with most recent employer)* | | | |
| Date  From To | | Name & Address of Employer and  Nature of Business | Job Title and Nature of Duties with special emphasis on experience relevant to the post, and reason for leaving |
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| **10. Details of Experience *(continued)***  *(Please list positions held, commencing with most recent employer)* | | | |
| Date  From To | | Name & Address of Employer and  Nature of Business | Job Title and Nature of Duties with special emphasis on experience relevant to the post, and reason for leaving |
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| **Further Particulars of Present Post** | | | |
| Salary Scale: | | | Pension Contribution: |
| Present Remuneration: | | | Pension Entitlement: |
| Additional Allowances: | | | Notice Required: |

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| **11. Membership of Professional Associations, Institutions, etc.** *(where appropriate)* | | |
| **12. Leisure Interests** *(Please indicate degree of participation, where appropriate)* | | |
| **13. Particulars of Referees:** *Please provide a* ***maximum of three*** *referees.* ***Full contact details including e-mail address must be provided.*** Please note that assessments as to your suitability for the post***will be sought prior to interview.*** If you do not wish for your current employer to be contacted prior to interview do not include as a referee below. Any offer of employment will be made subject to the receipt of satisfactory references (including a reference from your current employer which will be sought at the point of offer if not included in the schedule below). | | |
| Name | Position or Occupation | E-mail Address & Tel. No. |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| **14. Additional Information** relating to other attainments or special qualifications. In particular, the applicant  should state why he/she is interested in this position and intimate the experience and/or personal qualities which especially equip him/her for the post.  *(Continue on extra sheet, if necessary)* | | |