

Muiríosa Foundation processes personal data for legitimate purposes related to our business, human resource functions, legal and safety/security reasons. Any personal information you provide to us will be treated with security and confidentiality in accordance with data protection legislation. For further information on how we process personal information, please see our [Privacy Statement](#) (www.muiriosa.ie)

POSITION APPLIED FOR: _____
JOB REFERENCE: _____

Have you ever worked with The Muiríosa Foundation (paid or voluntary) Yes No

*If yes please confirm details of line manager: _____

PERSONAL DETAILS:

SURNAME: _____ **FORENAME / NAMES:** _____

ADDRESS: _____

TELEPHONE NO: _____ **MOBILE NO:** _____

EMAIL: _____

Please note correspondence regarding interviews will be via email

Any restrictions on your right to work in this country: Yes **No**

How did you hear about this vacancy? _____

DRIVING LICENCE: Full Prov. **Category:** _____

Available to work Sleepovers: Yes **No**

***Note - Sleepovers are a requirement for most front line positions**

SUITABILITY FOR THE POSITION:

Describe briefly: _____

GENERAL EDUCATION: (Start with Post Primary)

NAME & ADDRESS OF SCHOOL	DATES	EXAMINATIONS TAKEN	GRADES ACHIEVED
	FROM:		
	TO:		
	FROM:		
	TO:		

THIRD LEVEL EDUCATION:

NAME & ADDRESS OF UNIVERSITY / COLLEGE	FROM / TO	FULL / PART TIME	QUALIFICATIONS OBTAINED / NAME OF COURSE

FURTHER COURSES COMPLETED: (if any)

NAME & ADDRESS OF UNIVERSITY / COLLEGE	FROM / TO	FULL / PART TIME	QUALIFICATIONS OBTAINED / NAME OF COURSE

Candidates may be required to produce evidence of qualifications during the course of recruitment and selection process.

CAREER OVERVIEW:

Year you ceased Full Time Education: _____

IMPORTANT: Please ensure all career history is clearly outlined below (e.g. if you took a career break, spent time out of work, please include this information so there are no gaps in your career history from when you left full-time education to present date).

CAREER HISTORY:

Year From:	Year To:	Job Title:	Employer:

EMPLOYMENT HISTORY:

CURRENT EMPLOYMENT:

Name & Address of Current Employer:		
Dates of employment from:	to:	Salary:
Position Held:		
Brief List of Duties:		
Reason for Leaving:		

PREVIOUS EMPLOYMENT:

Name & Address of Employer:		
Dates of employment from:	to:	Salary:
Position Held:		
Brief List of Duties:		
Reason for Leaving:		

PREVIOUS EMPLOYMENT:

Name & Address of Employer:		
Dates of employment from:	to:	Salary:
Position Held:		
Brief List of Duties:		
Reason for Leaving:		

PREVIOUS EMPLOYMENT:

Name & Address of Current Employer:		
Dates of employment from:	to:	Salary:
Position Held:		
Brief List of Duties:		
Reason for Leaving:		

PREVIOUS EMPLOYMENT:

Name & Address of Employer:		
Dates of employment from:	to:	Salary:
Position Held:		
Brief List of Duties:		
Reason for Leaving:		

PREVIOUS EMPLOYMENT:

Name & Address of Employer:		
Dates of employment from:	to:	Salary:
Position Held:		
Brief List of Duties:		
Reason for Leaving:		

REFERENCES:

Please give the names, addresses and telephone numbers of your two most recent employers for whom references may be acquired.

(A – Present Employer)

Name: _____ **Job Title:** _____

Address: _____

Telephone Number: _____ **Fax Number:** _____

Email Address: _____

(B – Previous Employer)

Name: _____ **Job Title:** _____

Address: _____

Telephone Number: _____ **Fax Number:** _____

Email Address: _____

Candidates selected for employment must undergo a Garda Clearance Check procedure; have you any objection, if selected for a position? **Yes:** **No:**

I declare the above information to be correct and true to my knowledge. I understand that a position, if offered, will be withdrawn should the information on this form be false or omitted.

Signature of Applicant: _____ **Date:** _____

RETURN ADDRESS TO:

**Muiríosa Foundation, Human Resources Department, Moore Abbey, Monasterevin, Co.
Kildare**

OR

recruitment@muiriosa.ie

Phone: 00 353 45 525327