



## Confidential Application Form

### POSITION

POSITION APPLIED FOR: \_\_\_\_\_ REF: \_\_\_\_\_

LOCATION: \_\_\_\_\_

*How did you find out about this vacancy? - Newspaper (indicate name) etc.*

### PERSONAL INFORMATION (IN BLOCK LETTERS)

SURNAME: \_\_\_\_\_ FIRST NAME (S): \_\_\_\_\_

ADDRESS FOR CORRESPONDENCE: \_\_\_\_\_

PERMANENT ADDRESS (IF DIFFERENT): \_\_\_\_\_

TELEPHONE (PRIVATE): \_\_\_\_\_ TELEPHONE (BUSINESS): \_\_\_\_\_

EU NATIONAL YES ☐ NO ☐

IF 'NO' PLEASE GIVE DETAILS OF WORK PERMIT/VISA STATUS \_\_\_\_\_

### SUPPLEMENTARY INFORMATION

HAVE YOU APPLIED PREVIOUSLY FOR A JOB IN FÁS ? YES ☐ NO ☐

IF SO, PLEASE INDICATE POST, LOCATION, DATE AND OUTCOME:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WERE YOU PREVIOUSLY EMPLOYED BY FÁS (AnCO/NATIONAL MANPOWER SERVICE/YOUTH EMPLOYMENT AGENCY, NATIONAL REHABILITATION BOARD) IN A PERMANENT, TEMPORARY OR CONTRACT CAPACITY? IF SO, PLEASE GIVE DETAILS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IF OFFERED THE POST, HOW SOON WOULD YOU BE ABLE TO COMMENCE EMPLOYMENT?

\_\_\_\_\_

## EDUCATION AND TRAINING RECORD

PLEASE LIST SCHOOLS, COLLEGES, UNIVERSITIES, ETC., ATTENDED

NAME	FROM	TO	COURSE PURSUED	QUALIFICATIONS OBTAINED

PLEASE GIVE DETAILS OF ANY RELEVANT TRAINING OR COURSES ATTENDED

COLLEGE/INSTITUTE	FROM	TO	TYPE OF TRAINING & QUALIFICATIONS OBTAINED (IF ANY)

ADDITIONAL QUALIFICATIONS, MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS, ETC.:

\_\_\_\_\_  
\_\_\_\_\_

LANGUAGES SPOKEN/WRITTEN (STATE DEGREE OR PROFICIENCY):

\_\_\_\_\_

*YOU WILL BE REQUIRED TO PRODUCE EVIDENCE OF QUALIFICATIONS AND CERTIFICATES OF ATTENDANCE AT FIRST INTERVIEW.*

## EMPLOYMENT RECORD - YOUR PRESENT POST

EMPLOYER: \_\_\_\_\_ NUMBER EMPLOYED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ DATE APPOINTED: \_\_\_\_\_

REPORTING TO: \_\_\_\_\_ CURRENT SALARY: \_\_\_\_\_

OTHER BENEFITS (CAR, COMMISSION, BONUS, PENSION, ETC): \_\_\_\_\_

HOW MANY STAFF DO YOU SUPERVISE DIRECTLY (IF ANY)? \_\_\_\_\_ INDIRECTLY (IF ANY) \_\_\_\_\_

JOB DETAILS AND RESPONSIBILITIES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EMPLOYMENT RECORD - PREVIOUS POSTS

PLEASE GIVE DETAILS OF ALL PAST POSTS HELD, STARTING WITH THE MOST RECENT

MONTH & YEAR		NAME AND ADDRESS OF EMPLOYER	JOB TITLES & DUTIES	REASONS FOR LEAVING
FROM	TO			

CONTINUE ON SEPARATE SHEET, IF NECESSARY, WITH YOUR NAME AT THE TOP

PLEASE ENTER HERE DETAILS OF ANY PERIOD OF TIME NOT ALREADY COVERED UNDER EDUCATION OR WORK EXPERIENCE:

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**LEISURE, INTERESTS & ACHIEVEMENTS**

PLEASE LIST YOUR LEISURE TIME INTERESTS/HOBBIES AND ACHIEVEMENTS:

\_\_\_\_\_  
\_\_\_\_\_

MEMBERSHIP OF CLUBS, INSTITUTIONS OR SOCIETIES (INDICATE ANY OFFICE HELD):

\_\_\_\_\_

**ADDITIONAL INFORMATION**

PLEASE GIVE ANY ADDITIONAL INFORMATION RELEVANT TO YOUR APPLICATION AND DETAIL YOUR REASONS FOR APPLYING : IF NECESSARY, YOU MAY USE AN ADDITIONAL SHEET WITH YOUR NAME AT THE TOP.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INTERVIEW ARRANGEMENTS**

IF INVITED FOR INTERVIEW PLEASE GIVE DETAILS OF ANY SPECIAL ARRANGEMENTS REQUIRED AT THE INTERVIEW.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES**

NAMES AND ADDRESSES OF TWO REFEREES (PREFERABLY PREVIOUS EMPLOYERS) NOT RELATED TO YOU, WHOM WE MAY CONTACT FOR REFERENCES:

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

JOB TITLE : \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

*YOUR PRESENT EMPLOYER WILL NOT BE APPROACHED WITHOUT YOUR SPECIFIC CONSENT*

**DECLARATION**

I DECLARE THAT THE INFORMATION IN THIS DOCUMENT IS, TO THE BEST OF MY KNOWLEDGE, TRUE IN EVERY DETAIL. I UNDERSTAND THAT FALSE STATEMENTS MAY LEAD TO DISQUALIFICATION, OR IF APPOINTED, TO TERMINATION OF EMPLOYMENT.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**FOR FÁS USE ONLY**

**FÁS IS AN EQUAL OPPORTUNITIES EMPLOYER AND APPLICATIONS FROM SUITABLY QUALIFIED PEOPLE WITH DISABILITIES ARE ACTIVELY ENCOURAGED.**