Logo, company name

Description automatically generatedApplication Form

(Professional/Support/Technical/Library Grades)

Please submit this completed application form, together with your cover letter and CV to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ABOUT THE VACANCY | | | | | |
| POSITION APPLIED FOR | | | | | |
| Job Reference Number\* | | Job Title\* | | | |
|  | |  | | | |
| THIS APPLICATION WILL BE TREATED IN STRICT CONFIDENCE | | | | | |
|  | | | | | |
| YOUR PERSONAL DETAILS | | | | | |
| Title | Please select title | | Please Specify: |  | |
| Surname(s)\* |  | | First Name(s)\* |  | |
| Permanent Address\* |  | | | | |
| Contact Number\* |  | | | | |
| Email Address\* |  | | | | |
| \*\*Are you currently eligible to work in the Republic of Ireland? | | | | | Please enter Yes/No |
| *\*\*Please note that you will be required to prove eligibility to work in the Republic of Ireland as part of the recruitment process as it is a condition of employment with DCU that employees must be eligible to work in the Republic of Ireland.* | | | | | |

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| ACADEMIC HISTORY | | | | | | | | | | | | | | | | | | | | | |
| **Post Primary Education (Second Level)** | | | | | | | | | | | | |  | | | | | | | | |
| School/College\* | | | | | | | | | | | From  (MM/YY)\* | | To  (MM/YY)\* | | Final Examination Subjects & Results\* | | | | | | |
|  | | | | | | | | | | | MM/YY | | MM/YY | |  | | | | | | |
| **Academic Qualifications (Third Level)** | | | | | | | | | | | | | | | | | | | | | |
| Higher Education Institution | | | | | | From  (MM/YY) | | | | To  (MM/YY) | | Conferring Body | | | | | Academic Qualification | | | | Grade & Class |
|  | | | | | | MM/YY | | | | MM/YY | |  | | | | |  | | | |  |
|  | | | | | | MM/YY | | | | MM/YY | |  | | | | |  | | | |  |
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|  | | | | | | MM/YY | | | | MM/YY | |  | | | | |  | | | |  |
| Other Qualifications in preparation at the time of application – indicate expected date of completion. | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| Other Memberships/Fellowships/Relevant Training Programmes. | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| **EMPLOYMENT HISTORY** | | | | | | | | | | | | | | | | | | | | | |
| **CURRENT EMPLOYER** | | | | | | | | | | | | | | | | | | | | | |
| Employer\* | | | | | | | Nature of Business\* | | | | | Position\* | | | | | | | | Commencement Date (MM/YY)\* | |
|  | | | | | | |  | | | | |  | | | | | | | | MM/YY | |
| Description of Duties and Responsibilities\* | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| Current Salary\* | | | | | Benefits, Allowances and Pension Arrangements | | | | | | | | | | | | | | | | |
|  | | | | |  | | | | | | | | | | | | | | | | |
| **PREVIOUS POSITIONS** | | | | | | | | | | | | | | | | | | | | | |
| From  (MM/YY) | | To  (MM/YY) | | Employer | | | | | | | | Position Held | | | | | | | Reason for leaving | | |
| MM/YY | | MM/YY | |  | | | | | | | |  | | | | | | |  | | |
| MM/YY | | MM/YY | |  | | | | | | | |  | | | | | | |  | | |
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| MM/YY | | MM/YY | |  | | | | | | | |  | | | | | | |  | | |
| MM/YY | | MM/YY | |  | | | | | | | |  | | | | | | |  | | |
| MM/YY | | MM/YY | |  | | | | | | | |  | | | | | | |  | | |
| MM/YY | | MM/YY | |  | | | | | | | |  | | | | | | |  | | |
| MM/YY | | MM/YY | |  | | | | | | | |  | | | | | | |  | | |
| **ADDITIONAL INFORMATION**  Please outline how you meet the role criteria, you may include information that may help in assessing your application.\* | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| Please outline any other information that may help in assessing your application. | | | | | | | | | | | | | | | | | | | | | |
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| **REFEREES** | | | | | | | | | | | | | | | | | | | | | |
| Please list three persons from whom the University may request references on your behalf. They should be such as to be able to comment in detail on your career. Applicants must include their present employer or past employer (if not currently employed). | | | | | | | | | | | | | | | | | | | | | |
| Name – Referee One\* | | | | | | | | Name – Referee Two\* | | | | | | | | Name – Referee Three\* | | | | | |
|  | | | | | | | |  | | | | | | | |  | | | | | |
| Job Title\* | | | | | | | | Job Title\* | | | | | | | | Job Title\* | | | | | |
|  | | | | | | | |  | | | | | | | |  | | | | | |
| Institution / Organisation\* | | | | | | | | Institution / Organisation\* | | | | | | | | Institution / Organisation\* | | | | | |
|  | | | | | | | |  | | | | | | | |  | | | | | |
| Email Address\* | | | | | | | | Email Address\* | | | | | | | | Email Address\* | | | | | |
|  | | | | | | | |  | | | | | | | |  | | | | | |
| Contact Number\* | | | | | | | | Contact Number\* | | | | | | | | Contact Number\* | | | | | |
|  | | | | | | | |  | | | | | | | |  | | | | | |
|  | I give DCU my permission To contact this Referee\* | | | | | | |  | I give DCU my permission To contact this Referee\* | | | | | | |  | | I give DCU my permission To contact this Referee\* | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| **PERIOD OF NOTICE** | | | | | | | | | | | | | | | | | | | | | |
| How soon after an offer of appointment would you be in a position to take up employment?\* | | | | | | | | | | | | | |  | | | | | | | |
| **ADVERTISING** | | | | | | | | | | | | | | | | | | | | | |
| Where did you see this position advertised?\* | | | | | | | | | | | | | |  | | | | | | | |
| **DECLARATION** | | | | | | | | | | | | | | | | | | | | | |
|  | | | I certify that all statements on this application are true without omission and understand that any misstatement given disqualifies my application or may result in dismissal if employed by the University. I fully recognise that canvassing disqualifies my application.\* | | | | | | | | | | | | | | | | | | |
| **PRIVACY NOTICE** | | | | | | | | | | | | | | | | | | | | | |
|  | | | I have read and understand the [DCU Privacy Notice](https://www.dcu.ie/info/information-dublin-city-university-privacy-statement-0)\* | | | | | | | | | | | | | | | | | | |
| \*If required fields are not completed, your application will not be considered\* | | | | | | | | | | | | | | | | | | | | | |
| |  | | --- | | Please ensure that you email this completed application form together with your CV and cover letter to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie) | | | | | | | | | | | | | | | | | | | | | | |