

**Guidelines:**

Before completing this form please note

* It is desirable that all pages of this form be fully completed.
* Please ensure that the form is returned by the closing date/time.
* Please complete the form accurately, giving as much detail as possible of your skills and experience relating to this job application. Shortlisting will be based on the information gathered from this form, read in conjunction with the job description.

**Position Applied for:**

|  |
| --- |
| **MUSIC EDUCATION DEVELOPMENT MANAGER**  |

**A. APPLICANT DETAILS**

|  |  |  |
| --- | --- | --- |
| Title | First Name | Surname |

|  |  |
| --- | --- |
| Home Address: | Correspondence Address *(if different)* |

***Telephone Nos.***

|  |  |  |
| --- | --- | --- |
| *Home:* | *Work:* | *Mobile:* |
| *Email Address:* |  |

Are there any restrictions regarding your employment ? Yes No

*(if you answer Yes, please provide details on separate sheet)*

Do you require a Work Permit ? Yes No

Present Position/Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How much notice do you need to give your current employer? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B. EDUCATIONAL DETAILS**

***Leaving Certificate or Equivalent:***

 Year in which Qualification was obtained: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**THIRD LEVEL EDUCATION**

***Cert/Diploma Qualifications***:

|  |
| --- |
| University/Institute/College: |
| Qualification: | Awarding Body: |
| Year of Entry: | Year Qualified: |
| Subjects studies: |
|   |   |
|   |   |

***Primary Degrees / Postgraduate Qualifications***:

|  |
| --- |
| University/Institute/College: |
| Qualification: | Awarding Body: |
| Year of Entry: | Year Qualified: |
| Subjects studies: |
|   |   |
|   |   |

|  |
| --- |
| University/Institute/College: |
| Qualification: | Awarding Body: |
| Year of Entry: | Year Qualified: |
| Subjects studies: |
|   |   |
|   |   |

**Other Relevant Courses/Training**

*(List any training you have received or courses which did not lead to a qualification but which you feel are relevant to the advertised post).*

|  |  |  |
| --- | --- | --- |
| ***Training Course*** | ***Length of Course*** | ***Year*** |
|  |  |  |
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**C. EMPLOYMENT RECORD**

*Please begin with your present, or more recent employment.*

| Dates(From/To) | Name & Address of Employer | Position Held | Summary of Main Duties | Reasons for Leaving |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
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**D. OTHER REVELANT EXPERIENCE**

*Please begin with your present, or more recent employment.*

| Dates(From/To) | Name & Address of Organisation | Nature of work. Please also indicate - voluntary, paid, part-time full-time | Summary of Main Duties/achievements/outcomes |
| --- | --- | --- | --- |
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**E. SUPPORTING STATEMENT**

This section is for you to provide further information in support of your application. You should demonstrate why you have applied for the position and how your skills and experience meet the requirements of the job description and person specification.

**E. REFERENCES**

Please provide names, addresses and position/occupation of two people (other than relatives or friends) with knowledge of you and your work to whom professional reference can be made. One should be your current or most recent employer. [*Please note: your referees may be contacted without further communication with you and after selection interview]*.

***Present or most recent employer:***

|  |  |
| --- | --- |
| Name & Title:  | Full address:  |
| Position Held:  |
| Telephone/Mobile:  | Email:  |

***Other referee:***

|  |  |
| --- | --- |
| Name & Title:  | Full address:  |
| Position Held:  |
| Telephone/Mobile:  | Email:  |

1. **DECLARATION AND SIGNATURE**
* You are required to sign the declaration below certifying that all information you have provided is accurate.
* The ETB Board may wish to check any of the details you have provided.
* Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.

I declare that the information supplied in this application form is accurate and true.

 Signed Date

**Completed Applications should be returned on or before 4.00p.m. Friday 21st November 2014 to:**

Recruitment Services,

H.R. Department,

Dublin and Dun Laoghaire Education and Training Board

1 Tuansgate,

Belgard Square East,

Tallaght,

Dublin 24.

**Please note emailed applications will not be accepted.**