



EMPLOYMENT APPLICATION

1. Please complete this form in black ink or typescript.
2. Attach additional pages if you wish to provide information not covered by the form.

Wise Owls collects, secures and processes your personal data in full compliance with Data Protection legislation and statutory obligations. We take the safety and security of your data very seriously, and will not share or divulge your data to any third parties not authorised to receive it. Please visit our website to view our Privacy Statement. If you have any queries, please contact the Data Protection Officer, **Wise Owls** ☎ 021-4899309.

POSITION APPLIED FOR:

Personal Details

Title Mr/Mrs/Ms etc.	Forename(s):	Surname:
Address:		
Preferred Contact telephone number ☎:	Do you hold a current clean driving license? Yes <input type="checkbox"/> No <input type="checkbox"/>	

EDUCATION (details of schools attended, examinations passed etc.)

From	To	Type of School e.g. Grammar, Secondary etc)	Examinations Taken and Grades Attained
From	To	College/University	Course Title and Grade Attained

Management/Technical/Postgraduate Attainments

Please provide details of relevant training courses you have completed:

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Membership of Professional Bodies

Name of Professional Body	Grade of Membership	Date Attained

Present / Last Appointment

Name and address of employer:	Nature of business:
Are you currently employed by this Organisation? Yes <input type="checkbox"/> No <input type="checkbox"/>	Reason for leaving:
Title of appointment:	Date appointed From: _____ To: _____
Current Basic Salary: Other pay benefits (bonuses, commission etc):	Other Benefits:

Please outline your present responsibilities, stating to whom you are responsible and who is responsible to you. (Draw a small organisation chart, if appropriate)

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Employment History (please record your previous occupational experience)

From / To	Name of Employer Nature of Business	Job Title/Main Duties/Salary (Reason for leaving)

Additional Information

Computer Skills (please indicate your level of competence in using computers. Indicate the names of any applications software or programming language with which you are familiar).

Leisure interests/hobbies/associations/public posts etc.

Referees (please list the names and addresses of two people who will act as referees, one of whom should be your current employer. Referees will not be contacted until a provisional offer is made).

Name:	Name:
Occupation:	Occupation:
Address:	Address:
Tel No:	Tel No:
Relationship to Referee:	Relationship to Referee:

Are you in good health? Yes No
(If **NO**, please provide details)

Are there any situations where you would not be able to carry out all aspects of the job?
Yes No (If **YES**, please provide details)

How soon could you be free to take up a new appointment?	
What salary do you expect to receive?	Other benefits?
<p>Declaration:</p> <p>The statements given by me on this application are to the best of my knowledge and belief true. I understand that deliberate misrepresentation of factual information may prejudice or lead to an offer or contract of employment being withdrawn.</p> <p>Signed: _____ Date: _____</p>	

Please send completed form to the address below.

JM&T Education, Garryduff Sports Complex,
 Garryduff, Rochestown, Co Cork
 Email: Wiseowlclub@gmail.com
 Website: www.wiseowlsafterschool.com