



**APPLICATION FORM**  
**Part Time Office Assistant**  
**(Community Employment Scheme)**  
**Cork**

APPLICANTS: Please make sure all sections are filled in. If you haven't enough space, please feel free to use extra sheets. Provisional date for Interviews 9<sup>th</sup> February 2012.

**Please include your C.V. (Curriculum Vitae).**

N.B This form should be completed in black pen using block capitals or typed as it will be easier to photocopy.

Surname:	Mr	Mrs	Miss	Ms
First Name:	Maiden Name:			
Home Address:	Address for Correspondence (if different):			
	Email Address:			
Home Telephone Number:	Mobile Telephone Number:			
Date of Birth:	<b>PPS No:</b>			
<p>Have you confirmed your eligibility for CE with your local FÁS office? <input type="checkbox"/></p> <p>No* <input type="checkbox"/></p> <p>Name of FÁS office approached? _____</p> <p>_____</p> <p>Please attach copy of FÁS eligibility confirmation if available.</p> <p>*N.B If you have not, please check your eligibility with your local FÁS office before completing the remainder of this form as applicants who do not meet the FÁS eligibility rules will not be considered for the job.</p>	<p>Are you currently receiving a payment from Social Welfare, FÁS or VTOS?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>What is the payment called _____</p> <p>(Include all different payment types you received in past 52 weeks)</p> <p>How long have you been getting the payment? _____</p> <p>N.B. Questions in this section are to assist us confirm you are eligible</p>			

<p>Nationality: are you a Citizen of EU country? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If not please state which country you are from _____</p>	<p>Are you currently registered with FÁS ? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If you are not registered with FÁS you must do so before to applying for this job.</p>
<p>Are you currently on a FÁS Community Employment scheme? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If the answer is yes, please note that you may require a 12 month break between schemes.</p>	<p>Do you require specialised equipment or set up to work on a computer? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If the answer is yes please state requirements _____</p> <p>_____</p> <p>_____</p> <p>N.B There is a typing task included in the interview process and your answer will allow us to try and make any changes necessary for you to do this task.</p>

Please give details of two referees (not relatives) one of whom should have knowledge of your present or most recent work and be in a supervisory/ managerial role.

Name:	Name:
Address:	Address:
Daytime telephone Number:	Daytime telephone Number:
Their Job Title:	Their Job Title:

All candidates should be aware that if offered an interview, they must complete a Garda Background check and if any concerns arise from the result of this Garda Background check, any offer or potential offer of employment may be withdrawn.

**Please tick to say you agree to this**

<p>I declare that I have checked and completed the form honestly and to the best of my ability.</p> <p>Signed: _____</p> <p>Date: _____</p>	<p>Please return CV and form to:-  Cathy McDonnell  The Gateway Building  North West Business Park  Collooney, Co. Sligo  Email: ceapplications@specialolympics.ie  <b>By Friday 17th February 2012 at 1pm</b></p>
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