

<b>Waterford Area Partnership CLG</b> <b>Westgate Retail Park,</b> <b>Tramore Road,</b> <b>Waterford, X91 HZNN</b>	
<b>Application Form for the Post of:</b>	<b>TUS Supervisor</b>

<b>1. Guidelines:</b>
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Please complete accurately, giving as many details as possible of your skills and experience in relation to this job application. Short listing will be based on the information gathered in this Form. Please read in conjunction with the Job Description and key skills/attributes profile. Completion of all sections are mandatory. Incomplete applications will not be considered. Please ensure that the finished form is completed in black ink and Block Capitals.

Submit this fully completed Application Form and a cover letter by e-mail only, to Catherine O’Neill [coneill@wap.ie](mailto:coneill@wap.ie). Closing date is Wednesday 29<sup>th</sup> September @ 1.00 pm.

<b>2. Applicant Details:</b>
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**Personal Information**

Title:	Surname:	First Name:

Home Address:

Contact Details	
Home Number	
Mobile:	
E-mail:	

### 3. Education

Please tell us about your education and qualification level which you feel are relevant to the Post. Include relevant courses which you are currently undertaking. Please start with your most recent. \* You will be required to produce certificates evidencing your qualifications.

Name of School/College/University/ Or Training body *	Subject Studied*	Full Time*	Part Time*	Qualification Level (National Qualification Framework Standard) *	Date Gained *	Grade achieved *

### 4. Training

Please list any training you have received or courses which did not lead to a qualification but which you believe are relevant to the post you are applying for.

Training Course	Full Time	Part Time	Competence gained	Date of completion

### 5. IT Proficiency

	No knowledge	Limited familiarity	Extensive use in work	Qualification Award (if any)
Microsoft Word				
Microsoft Excel				
Microsoft Outlook				
Microsoft PowerPoint				
CRM Systems				
Other (please specify)				

**6. Employment Record:**

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so in Section 8: Experience/Skills.

<b>A. Current/most recent employer/organisation</b>				
<b>Name:</b>				
<b>Address:</b>				
<b>Job Title:</b>	<b>Post</b>		<b>From: Exact Date</b>	<b>To: Exact Date</b>
	<b>Full Time</b>	<b>Part Time</b>		
<b>Brief description of duties/responsibilities and key achievements:</b>				
<b>Reporting to:</b>				
<b>Reason for leaving/changing:</b>				
<b>Salary and other benefits:</b>				
<b>B. Employer/Organisation</b>				
<b>Name:</b>				
<b>Address:</b>				
<b>Job Title:</b>	<b>Post</b>		<b>From: Exact Date</b>	<b>To: Exact Date</b>
	<b>Full Time</b>	<b>Part Time</b>		
<b>Brief description of duties/responsibilities and key achievements:</b>				
<b>Reporting to:</b>				
<b>Reason for leaving/changing</b>				
<b>C. Employer/organisation</b>				
<b>Name:</b>				
<b>Address:</b>				
<b>Job Title:</b>	<b>Post</b>		<b>From: Exact Date</b>	<b>To: Exact Date</b>
	<b>Full</b>	<b>Part</b>		

	<b>Time</b>	<b>Time</b>		
<b>Brief description of duties:</b>				
<b>Reporting to:</b>				
<b>Reason for leaving/changing:</b>				
<b>D. Current/recent employer/organisation</b>				
<b>Name:</b>				
<b>Address:</b>				
<b>Job Title:</b>	<b>Post</b>		<b>From: Exact Date</b>	<b>To: Exact Date</b>
	<b>Full Time</b>	<b>Part Time</b>		
<b>Brief description of duties/responsibilities and key achievements:</b>				
<b>Reporting to:</b>				
<b>Reason for leaving/changing:</b>				

**7. Experience/Skills**

This section is for you to give specific information to support your application. Your examples need not have been gained in paid employment and can include voluntary work relevant to the post. It is important you provide evidence of your achievement by giving examples.

<b>Competency Area: Skills/Experience</b>

## 8. References

Please provide the name, address, and position of two referees. One must be your present or most recent employer. References from friends and relatives are not acceptable. References will only be checked for the successful candidate.

Name:			
Position:			
Organisation:			
Address:			
Contact numbers:	Work:	Mobile	E-Mail
Name:			
Position:			
Organisation:			
Address:			
Contact numbers:	Work:	Mobile	E-Mail

## 9. Declaration and Signature

*I understand and agree to the following:*

- *Canvassing will result in immediate disqualification.*
- *Staff are subject to Garda Vetting and a Declaration Form must also be completed prior to commencing work.*
- *The employer reserves the right only to interview on the basis of information supplied in the application form by candidates who meet the criteria for the post.*
- *Waterford Area Partnership is an equal opportunities employer, committed to ensuring that the talents and resources of all our employees are utilised to the full.*
- *I declare to the best of my knowledge and beliefs, all particulars I have given are complete and true. I understand that any job offer is subject to satisfactory references, sight of educational awards relied upon in this application or at interview and successful completion of a probationary period.*

**Signed**

**Date**

By signing and returning this Application Form you consent to the Waterford Area Partnership CLG using the information about you, or third parties such as referees, relating to your application of future employment. This information will be used solely in the recruitment process. (see **Data Protection** section 10).

## **10.Data Protection**

All personal information provided on this application form will be stored securely and will be used only for the purposes of the recruitment process. Application forms will be retained for a period of two years, and in the case of a successful candidate, for the duration of employment and a minimum of one year thereafter. This information will not be disclosed to any external third party without your consent, except where necessary to comply with statutory requirements. Internally, the information may be made available to the relevant Line Manager, members of the Board and to the Shortlisting/Interviewing Panel. You may, at any time, make a request for access to the information held about you as outlined. Should you wish to make any changes, or erasures to any of the information stored about you, please contact the Partnership CEO.