

# Westmeath Community Development – Application Form

Mullingar Enterprise & Technology Park  
Clonmore Industrial Estate  
Mullingar  
Co Westmeath

Email: [info@westcd.ie](mailto:info@westcd.ie)  
Website: [www.westcd.ie](http://www.westcd.ie)



*This application form, when completed should be returned to: Frank Murtagh, Asst CEO, at the above address. Closing date for receipt of applications is Friday, August 3<sup>rd</sup>.*

## 1. General Information

*Appointment:  
(Block letters)*

After Schools Worker, Mullingar ETNS

*Name in full  
(Block letters)*

*Postal Address  
(Block letters)  
Notify any change  
at once in writing*

*Telephone No(s). Home: \_\_\_\_\_ Contact: \_\_\_\_\_*

*Email Address: \_\_\_\_\_*

*Driving licence (for most positions this is not an essential requirement)*

*Do you possess a full-unendorsed driving licence?*

Yes

No

*Have you an EU passport or work permit to  
work in the Republic of Ireland?*

Yes

No

**2. Educational Attainments.**

**Post Primary**

Please give details of highest award achieved.

Name of Examination (Group, Inter, Junior, Leaving Certificate etc.)

\_\_\_\_\_ Year: \_\_\_\_\_

| <b>Subject</b> | <b>Level</b> | <b>Grade Obtained</b> |
|----------------|--------------|-----------------------|
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**3. Further/Third Level educational attainments following completion of formal full-time second level education.**

Please provide details of any business, computer, secretarial or other courses completed. If called for interview you will be required to bring your original certification or parchments.

| <b>Name of Organising Body/<br/>Institute</b> | <b>Title of Course</b> | <b>Dates attended<br/>From – To</b> | <b>Certificate/Qualification<br/>Awarded *</b> |
|---|------------------------|-------------------------------------|--|
|   |                        |                                     |  |
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|   |                        |                                     |  |

\* Please supply a detailed description of course content on a separate sheet if necessary.

**4. Training Courses Undertaken (either in house or privately):**

| Title of Course | Name of Organising Body/<br>Institute | Dates<br>attended<br>From – To | Certificate/Qualification<br>Awarded |
|-----------------|---------------------------------------|--------------------------------|--------------------------------------|
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**5. Membership of Professional Institutions:**

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|-------------------------|
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**6. Employment Record**

*Please account for the entire period of employment/experience starting with the most recent*

| Dates |    | Name of Employer | Position Held | Type of Employment/Experience (short description) and details of salary | Reasons for Leaving |
|-------|----|------------------|---------------|---|---------------------|
| From  | To |                  |               |   |                     |
|       |    |                  |               |   |                     |
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- 7. Any additional information you wish to give in support of your application. Use an additional sheet if necessary.**

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- 8. What aspects of your career to date do you see as being most relevant to the position applied for?**

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**9. Summary of duties performed in your current or most recently held position.**

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**10. Westmeath Community Development is committed to meeting its requirements under the terms of the Disability Act, 2005 to employ persons who are defined as having a disability within the terms of the Act.**

Accordingly, applications from persons with disabilities are welcome and information about disability is only requested on the application form in order that appropriate arrangements for an interview can be made, if necessary.

\*Do you consider that you have a disability? Yes  No

If yes, please give details of the nature of your disability and your requirements, if any, to enable us to make appropriate arrangements for this competition and your subsequent employment, if successful.

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## 11. Referees

*Please give below the name and address of your present or most recent employer, or a responsible person, to whom you are not related, whom we can contact for a reference. No approach will be made to either referee without your prior permission.*

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Occupation: \_\_\_\_\_ Occupation: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel No: \_\_\_\_\_ Tel No: \_\_\_\_\_

*Do you have any objection to Westmeath Community Development contacting your past/or present employers?*

Yes  No

*If appointed, what is the earliest date you can take up duty?* \_\_\_\_\_

*Do you agree to a Garda Clearance Check being carried out?* Yes  No

**12.** *I hereby certify that the information supplied on this application is complete, correct and accurate in every respect and it is on that basis only that this application is submitted for consideration and accepted for consideration by Westmeath Community Development. I further understand that the submission of any incorrect or inaccurate information either on this form or at any subsequent selection interview will render the selection interview and any subsequent offer and contract of employment both null and void.*

**Signature of Applicant:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

*Applications received after the closing date and time specified in the advertisement relating to this position will not be accepted.*

**SHORTLISTING** *Westmeath Community Development may decide, by reason of the number of persons seeking admission to the competition to carry out a short-listing procedure. The number of persons to be invited to interview shall be determined by Westmeath Community Development. Shortlisting will be based on qualifications, relevant experience, and information submitted on the application form and appendices.*