



Horizon House
324 Swords Road,
Santry, Dublin 9

Ph. 01 – 8623501
Fax 01 - 8625899

horizon@aislinghomes.ie
www.aislinghomes.ie

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APPLICATION FORM

POSITION APPLYING FOR: _____

FULL TIME ☐ PART TIME ☐ RELIEF ☐ AVAILABLE TO START? ☐

LOCATION: Phoenix House

PERSONAL DETAILS		
Title: Mr / Mrs/ Ms	Name:	RSI No:
DOB: / /		
Home Address:		
E-mail address:		Post code:
Tel:	Mobile:	
If living at current address less than 3 years, please give previous address below		
Home Address:		
		Post code:
CURRENT EMPLOYMENT DETAILS		
<i>In this section please record your current employment details.</i>		
Job Title:		Start date:
Current salary:		

Name of Organisation/Employer:	
Address of Employment :	
Post Code:	
Tel:	Fax:
Line Manager:	
Please give details of your duties and responsibilities:	

Reason for leaving:			
EMPLOYMENT, STUDY & SABBATICAL HISTORY			
Record all employment including work outside of social care since leaving education. This is to include any time spent outside of Ireland, any periods of study, any time spent on sabbatical and any other time away from work. Start with your last period of employment.			
Date From	Date To	Job title, brief description of the type of work or other activity you were doing	Employer's or educational establishments details

EDUCATIONAL DETAILS			
Name & address of secondary school:		Dates attended:	
Examinations & Grades obtained:		Dates obtained:	
PROFESSIONAL AWARDS / TRAINING			
Award / Training obtained:		Date obtained / completed:	

DISCIPLINARY RECORD									
<p>Is there a current employment disciplinary finding against you? YES / NO</p> <p>If yes, please give the following details: -</p> <table border="1"> <thead> <tr> <th>Reason for disciplinary action</th> <th>Outcome</th> <th>Date</th> <th>Employer</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Reason for disciplinary action	Outcome	Date	Employer				
Reason for disciplinary action	Outcome	Date	Employer						
<p>Are you currently the subject of an employer's disciplinary investigation? YES / NO</p> <p>You do not need to give any details regarding this matter if you have answered yes.</p>									
CRIMINAL OFFENCES									
<p>Have you ever been convicted of a criminal offence in the Republic of Ireland or elsewhere, including motoring offences? YES / NO</p> <table border="1"> <thead> <tr> <th>Details of conviction</th> <th>Date of conviction</th> <th>Presiding court</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>Do you have a current Garda Clearance Form (from An Garda Siochana)? YES / NO</p> <p>Do you have any formal charges pending? YES / NO</p> <p>You do not need to give details if you have answered yes to this question</p>		Details of conviction	Date of conviction	Presiding court					
Details of conviction	Date of conviction	Presiding court							

Have you ever received :

A Caution YES / NO

A Reprimand YES / NO

Been Bound over YES / NO

Received a Final Warning YES / NO

If yes, please give details:

Details

Date

Garda / Police Station or Court

Do you hold a full drivers licence? YES / NO

Do you need a work permit to work in Ireland? YES / NO

ABOUT YOUR HEALTH

Do you have a physical or mental health condition that may affect your ability to undertake your work? YES / NO

If yes, please give a brief description of your health condition and what strategies would need to be in place to help you carryout your duties.

How many days sickness have you had in the past 12 months?

EQUAL OPPORTUNITIES

We aim to implement and practice equality of opportunities in all our activities including the recruitment and support of staff. Staff are expected to support the organisations equal opportunities policies and this also forms part of the terms of the contract of employment.

Gender MALE / FEMALE

<p>Do you consider yourself to have a disability? YES / NO</p> <p>Are you registered Disabled? YES / NO</p> <p>If yes give brief details.</p>	
<p>How would you describe your ethnic origin?</p>	
<p>What do you feel are your strengths and/or areas you feel the need to improve?</p>	
<p>REFEREES</p>	
<p>Please provide the names and full contact details of three referees, one of whom should be your current or most recent employer if you are currently unemployed.</p>	
<p>Name: _____</p> <p>Position: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Tel No: _____</p> <p>Fax No: _____</p>	<p>Name: _____</p> <p>Position: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Tel No: _____</p> <p>Fax No: _____</p>
<p>Name: _____</p> <p>Position: _____</p> <p>Address: _____</p> <p>_____</p>	

Tel No: _____
Fax No: _____

I confirm that the information contained in this application is correct to the best of my knowledge.

Print Name: _____

Signature: _____

Date: _____

OFFICIAL USE ONLY (Please keep all information on one page)

Recruitment Checklist	Date & Sign
Application form received	
Interview offer YES / NO	
Letter sent YES / NO	
Interview accepted YES / NO	
Qualifications checked and copy retained YES / NO	
Job Offered YES / NO	
Offer Letter sent YES / NO	
Reference request sent (1)	
Reference request sent (2)	
Reference request sent (3)	
Reference request (1) received (verification check completed) YES / NO	
Reference request (2) received (verification check completed) YES / NO	
Reference request (3) received (verification check completed) YES / NO	
Medical Report Requested YES / NO	
Medical Report Received YES / NO	
Garda clearance form completed and sent YES / NO	
Garda clearance form received & satisfactory YES / NO	
Formal withdrawal of offer sent YES / NO Reasons:	
Formal Offer Sent with formal contract YES / NO	
Contract received and securely stored YES / NO	
Starting Date agreed and confirmed in writing YES / NO	